



**Public Meeting Room A  
Delta Administration Building  
7710 West Saginaw Highway  
Lansing, MI 48917**

**TOWNSHIP BOARD  
REGULAR MEETING  
AGENDA  
March 3, 2014  
6:00 P.M.**

- I. CALL TO ORDER**
- II. OPENING CEREMONIES – Pledge of Allegiance**
- III. ROLL CALL – Members:** Supervisor Ken Fletcher, Clerk Mary Clark, Treasurer Howard Pizzo, Trustees Dennis Fedewa, Jeff Hicks, R. Douglas Kosinski, Karen Mojica
- IV. PRESENTATIONS AND PROCLAMATIONS**
- V. SET/ADJUST AGENDA**
- VI. PUBLIC HEARINGS**
- VII. COMMUNICATIONS**
- VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA (*maximum two minutes*)**
- IX. INTRODUCTION OF ORDINANCES**
- X. PASSAGE OF ORDINANCES**
- XI. CONSENT AGENDA** – Anyone may request item/s to be pulled from the consent agenda for discussion. If left on the consent agenda, the items will be voted on by a roll call vote of the Board en masse. Then, the individual item/s will be discussed and voted upon.
  - 1. Bills and Financial Transactions**  
\$6,832,895.96
  - 2. Minutes**  
February 10, 2014, Committee of the Whole Minutes  
February 17, 2014, Regular Board Meeting Minutes
- XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**
- XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA**
- XIV. ITEMS OF BUSINESS**

3. **Final Consideration of Lovell Institutional Use Special Land Use Permit**  
The Community Development Department recommends that the Township Board approve the Special Land Use Permit requested for the property described in Case No. 1-14-3 for an institutional use in order to establish and operate a facility providing licensed adult foster care, adult day care, assisted living, and rehabilitative services on the subject parcel.
4. **Final Consideration of Sims Group Child Care Special Land Use Permit**  
The Community Development Department recommends that the Township Board approve the Special Land Use Permit requested by Ms. Taunya Sims for the property described in Case No. 1-14-1 for a group child care home at 118 Hume Boulevard.
5. **Final Consideration of Wanamaker Group Child Care Special Land Use Permit**  
The Community Development Department recommends that the Township Board approve the Special Land Use Permit requested by Ms. Kim Wanamaker for the property described in Case No. 1-14-2 for a group child care home at 124 Julian Avenue.
6. **Recommendation for Acceptance of Bid for Skyway Lane Pump Station Replacement**  
The Township Engineer recommends that the Township Board accept the bid from E.T. Mackenzie Company for the replacement of the Skyway Lane Pump Station.
7. **Noise Waiver Request**  
The Manager's Office recommends that the Township Board approve the request by MDOT for a waiver of the Noise Ordinance between the hours of 10:00 p.m. and 7 a.m. p.m. beginning around April 15, 2014.

**XV. MANAGER'S REPORT**

8. **Grand Woods Park Lease Extension, letter from City of Lansing included**

**XVI. COMMITTEE OF THE WHOLE**

9. **Delta Patrol Department Report, Lt. Jeff Campbell**
10. **Delta Township District Library Department Report, Cherry Hamrick**
11. **Community Development Department Report, Mark Graham**
12. **Fire Department Report, Chief John Clark**

**XVII. PUBLIC COMMENTS** (*maximum five minutes*)

**XVIII. ADJOURNMENT**

**CHARTER TOWNSHIP OF DELTA**

**MARY R. CLARK, TOWNSHIP CLERK**  
Phone (517) 323-8500

*Individuals with disabilities requiring auxiliary aids or services who are planning to attend Township meetings or hearings should contact the Clerk's Office by writing or calling in advance (323-8500) to inform them of the date of the meeting/hearing that will be attended. Copies of minutes may be purchased or viewed in the Clerk's Office from 8 a.m. to 5 p.m., Monday through Friday.*

DELTA CHARTER TOWNSHIP  
FINANCE REPORT  
FOR TOWNSHIP BOARD MEETING  
3/03/2014

Disbursement requests listed on the following pages, totaling \$ 6,832,895.96 have been received and reviewed by the Manager, Finance Director, and Clerk. It is recommended that all listed vouchers be approved for payment.

Bond/Debt Payments	246,775.00
Investments	
Payroll & Related	321,299.07
Refunds	9,292.04
Tax Distributions	4,823,477.88
Vendor Claims	1,432,051.97
Total	\$ 6,832,895.96

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Ken Fletcher, Township Supervisor

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Mary Clark, Township Clerk

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Howard Pizzo, Township Treasurer

PAYABLES FOR DELTA CHARTER TOWNSHIP  
BOARD AGENDA DATE 3/03/2014

Check Date	Check	Vendor Name	Description	Amount
02/19/2014	286351	AT&T	PHONE BILL	70.00
02/19/2014	286353	JACKLIN BLODGETT	CONTRACTUAL - AQUATICS	30.00
02/19/2014	286354	LORI BOLAN	CONTRACTUAL - AQUATICS	105.00
02/19/2014	286355	CAPITAL AREA UNITED WAY	PAYROLL WITHHOLDING	139.00
02/19/2014	286356	CARQUEST - THE PARTS PLACE	VEHICLE MAINTENANCE PARTS	488.23
02/19/2014	286357	CONSUMERS ENERGY	GAS & ELECTRIC FOR MULTIPLE ACCOUNTS	5,778.80
02/19/2014	286358	CONSUMERS ENERGY	HEAT/GAS FOR 7708 ADMINISTRATION DR	538.54
02/19/2014	286359	CONSUMERS ENERGY	GAS & ELECTRIC FOR MULTIPLE ACCOUNTS	7,166.15
02/19/2014	286360	CONSUMERS ENERGY	GAS FOR MULTIPLE ACCOUNTS	7,136.55
02/19/2014	286363	DEBRA DUFFY	CONTRACTUAL - AQUATICS	90.00
02/19/2014	286364	FIREFIGHTERS ASSO OF MICHIGAN	PAYROLL W/H UNION DUES	1,050.00
02/19/2014	286365	BARBARA FOLEY	PAYROLL WITHHOLDING	650.00
02/19/2014	286366	BARBARA FOLEY	PAYROLL WITHHOLDING	170.13
02/19/2014	286368	GRANGER CONTAINER SERVICE, INC.	TRASH REMOVAL FOR MULTIPLE ACCTS	1,028.46
02/19/2014	286370	MARALYN HYDE	CONTRACTUAL - AQUATICS	220.00
02/19/2014	286373	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCOUNTS	437.00
02/19/2014	286374	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR 1401 N WILLOW HWY	58.92
02/19/2014	286378	LOWES BUSINESS ACCOUNT	SUPPLIES & MATERIALS FOR MULTIPLE DEPTS	1,346.51
02/19/2014	286380	MICHIGAN EDUCATION TRUST	PAYROLL WITHHOLDING	180.00
02/19/2014	286381	DOUG CARR	REIMBURSEMENT OF OVERPMT WITHHOLDING	125.00
02/19/2014	286382	HEDLUND PLUMBING	REFUND PERMIT FEE PP140027	75.00
02/19/2014	286383	VICKI KEBLER	REFUND PARKS	40.00
02/19/2014	286384	JUDITH STURLEY	CONTRACTUAL - AQUATICS	220.00
02/19/2014	286385	BROADBENT CONDOMINIUMS	REFUND WTAX DUP PAY 040-041-500-100	1,172.28
02/19/2014	286386	SCHULTZ, HERBERT H	REFUND WTAX OVERPMT 040-072-700-510-00	18.00
02/19/2014	286389	UPS	PACKAGE SHIPMENT	51.21
02/19/2014	286390	UNITED STATES TREASURY	PAYROLL WITHHOLDING	150.00
02/19/2014	286391	UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE	6,613.18
02/19/2014	286392	MAYBERRY HOMES	REFUND BALANCE WATER INST#15932	382.22
02/19/2014	286393	HDI BUILDERS	REFUND BALANCE WATER INST#15909	3.03



02/26/2014	286395	AMERICAN PLANNING ASSO.	APA MEMBERSHIP 2014	465.00
02/26/2014	286396	AT&T	TELEPHONE SERVICE	39.49
02/26/2014	286402	CAPITAL AREA UNITED WAY	PAYROLL WITHHOLDING	29.00
02/26/2014	286403	CARQUEST - THE PARTS PLACE	EQUIPMENT SUPPLIES	373.26
02/26/2014	286405	COMCAST	CABLE SERVICE	149.80
02/26/2014	286406	COMCAST	TELEPHONE	84.85
02/26/2014	286408	DBI BUSINESS INTERIORS	OFFICE & OPERATING SUPPLIES	3,836.00
02/26/2014	286409	EATON COUNTY TREASURER	TAX DISTRIBUTION	1,894,260.41
02/26/2014	286410	EATON INTERMEDIATE SCHOOLS	TAX DISTRIBUTION	483,901.92
02/26/2014	286411	FIREFIGHTERS ASSO OF MICHIGAN	PAYROLL W/H UNION DUES	1,020.00
02/26/2014	286412	WEX BANK	FUEL PURCHASES FOR TWP. VEHICLES	12,105.62
02/26/2014	286413	BARBARA FOLEY	PAYROLL WITHHOLDING FOLEY1 022114	650.00
02/26/2014	286414	BARBARA FOLEY	PAYROLL WITHHOLDING FOLEY2 022114	170.13
02/26/2014	286415	FRONTIER	TELEPHONE SERVICE	110.60
02/26/2014	286416	GRAND LEDGE PUBLIC SCHOOLS	TAX DISTRIBUTION	739,129.89
02/26/2014	286417	GALE	OPERATING SUPPLIES	98.38
02/26/2014	286418	HOLT PUBLIC SCHOOLS	TAX DISTRIBUTION	22,942.12
02/26/2014	286419	INGHAM INTERMEDIATE SCHOOLS	TAX DISTRIBUTION	15,237.45
02/26/2014	286422	LANSING BOARD OF WATER & LIGHT	ELECTRICITY FOR MULTIPLE ACCOUNTS	2,713.75
02/26/2014	286424	LANSING COMMUNITY COLLEGE	TAX DISTRIBUTION	17,726.04
02/26/2014	286430	LANSING PUBLIC SCHOOLS	TAX DISTRIBUTION	19,261.02
02/26/2014	286431	METLIFE	DENTAL INSURANCE COVERAGE	13,926.81
02/26/2014	286433	MICHIGAN EDUCATION TRUST	PAYROLL WITHHOLDING 022114	88.00
02/26/2014	286435	DOUG CARR	REIMBURSEMENT OF PAYROLL ERROR	125.00
02/26/2014	286438	PHYSICIANS HEALTH PLAN	MARCH 2014 PREMIUM	126,600.74
02/26/2014	286439	PURCHASE POWER	FEBRUARY 2014 POSTAGE	340.99
02/26/2014	286440	RANDOM HOUSE INC.	STATEMENT OF LIBRARY MATERIALS	549.75
02/26/2014	286441	BARBARA ROSSI	ZUMBA & STRENGTH & FLEXIBILITY CLASSES	2,256.00
02/26/2014	286442	JOHN ROSSI	FEBRUARY TRX CLASS FOR P&R	280.00
02/26/2014	286444	DAN SCHMIDT	FORFEIGHT FEES *REISSUE*	80.00
02/26/2014	286446	SYBIL SHELTON-FORD	AWESOME AB CLASS & YOGA FEBRUARY	847.00
02/26/2014	286448	STATE OF MICHIGAN	INDUSTRIAL FACILITY TAX	41,548.03
02/26/2014	286449	HUBBARD REAL ESTATE ASSOC,LLC	BOR REFUND SUMMER TAXES	4,469.53
02/26/2014	286450	HUBBARD REAL ESTATE ASSOC,LLC	BOR REFUND WINTER TAXES	3,104.71

02/26/2014	286451	TRACTOR SUPPLY CREDIT PLAN	STATEMENT FOR SUPPLIES & MATERIALS	357.25
02/26/2014	286452	UPS	POSTAGE - UPS	20.17
02/26/2014	286453	UNITED STATES TREASURY	PAYROLL WITHHOLDING IRS 022114	300.00
02/26/2014	286454	TRI COUNTY TITLE	UTILITY REFUND FOR ACCOUNT: 00017436	6.22
02/26/2014	286455	TRI COUNTY TITLE	UTILITY REFUND FOR ACCOUNT: 00025220	21.05
02/26/2014	286457	WAVERLY COMMUNITY SCHOOLS	TAX DISTRIBUTION	2,370,148.92
02/26/2014	286458	RICK WILLIAMS	COMMUNITY FIRST AID CLASS FEBRUARY	70.00
02/26/2014	286459	ZAYO ENTERPRISE NETWORKS	HIGH SPEED PHONES & INTERNET ACCTS	3,901.40
02/26/2014	286548	JEREMY BRAGG	CONTRACTUAL - YOUTH BBALL STAFF	128.00
02/26/2014	286549	ROBERT BROWN	CONTRACTUAL - YOUTH BBALL STAFF	113.75
02/26/2014	286550	THOMAS FITZ	CONTRACTUAL - YOUTH BBALL STAFF	225.00
02/26/2014	286551	MICHAELLA GRAHAM	CONTRACTUAL - YOUTH BBALL STAFF	126.88
02/26/2014	286552	CHELSEY HANNA	CONTRACTUAL - YOUTH BBALL STAFF	70.00
02/26/2014	286553	CONNER KELLY	CONTRACTUAL - YOUTH BBALL STAFF	113.75
02/26/2014	286554	QUINN KELLY	CONTRACTUAL - YOUTH BBALL STAFF	116.00
02/26/2014	286555	SEAN MACKLIN	CONTRACTUAL - YOUTH BBALL STAFF	96.00
02/26/2014	286556	JORDAN MARTIN	CONTRACTUAL - YOUTH BBALL STAFF	104.00
02/26/2014	286557	MITCHELL G. SIMON	CONTRACTUAL - YOUTH BBALL STAFF	66.00
03/05/2014	286460	AMERICAN RENTALS, INC.	PORTABLE TOILET RENTAL	290.00
03/05/2014	286461	APOLLO FIRE EQUIPMENT	FIRE HELMETS	1,657.42
03/05/2014	286462	APPLIED INDUSTRIAL TECH.	EQUIPMENT SUPPLIES AND SEALS	422.97
03/05/2014	286463	ARROW UNIFORM	UNIFORMS	708.70
03/05/2014	286464	ARROW UNIFORM	UNIFORMS	96.46
03/05/2014	286465	AUTOMATION DIRECT	SKYWAY LIFT STATION PROJECT	314.00
03/05/2014	286466	AUTO VALUE PARTS STORE	EQUIPMENT MAINT SUPPLIES	66.01
03/05/2014	286467	AUTO ZONE	VEHICLE MAINTENANCE	11.08
03/05/2014	286468	THE BANK OF NEW YORK MELLON TRUST	BOND PAYMENT	246,775.00
03/05/2014	286469	BANNASCH WELDING, INC.	SNOW PLOW BLADE EDGE	1,256.00
03/05/2014	286470	BERGER CHEVROLET	2014 CHEVROLET 1500 SILVERADO	22,630.50
03/05/2014	286471	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	1,142.89
03/05/2014	286472	BRD PRINTING INC.	DELTA MAGAZINE & OTHER PRINTED MATERIALS	5,601.83
03/05/2014	286473	CANON FINANCIAL SERVICES, INC.	COPIER CHARGE JAN & FEB	991.79
03/05/2014	286474	CDW GOVERNMENT INC.	COMPUTERS AND RELATED EQUIPMENT	943.56
03/05/2014	286475	CINTAS CORPORATION #725	BROWN TWP MATS	42.00

03/05/2014	286476	CITY OF LANSING	GM SANITARY SEWER 425 AGREEMENT - JAN	37,481.67
03/05/2014	286477	CUTWATER INVESTOR SERVICES CORP.	INVESTMENT ADVISORY SERVICES 2014	1,000.00
03/05/2014	286478	CYBER MARKETING NETWORK, INC.	UNIFORM EXCHANGE CHARGE	90.00
03/05/2014	286479	DARLING INTERNATIONAL INC	RECYCLE CENTER GREASE PICK UP CHARGE	75.00
03/05/2014	286480	DATAMAIL SERVICES	PROCESS,PRINT,FOLD,INSERT,MAIL W/S BILLS	4,732.27
03/05/2014	286481	JULIE DILLON	INSTRUCTOR FOR CHAIR CLASSES AT MALL	14.00
03/05/2014	286482	DUCKETT BROTHERS DISTRIBUTING	BUILDING MAINTENANCE SUPPLIES	38.41
03/05/2014	286483	EATON COUNTY TREASURER	SHERIFF CONTRACTUAL	246,554.00
03/05/2014	286484	EATON COUNTY TREASURER	DISTRIBUTION OF SPACE TAX MONIES JANUARY	460.00
03/05/2014	286485	EATON COUNTY REGISTER OF DEEDS	RECORDING FEES	20.00
03/05/2014	286486	ETNA SUPPLY COMPANY	WATER METER PARTS	1,842.00
03/05/2014	286487	EXOTIC AUTOMATION & SUPPLY	EQUIPMENT SUPPLIES FOR PLANT GENERATOR	39.41
03/05/2014	286488	EXTENDOBED	FIRE 39" EXTENDOBED LIGHT STEEL FRAME	3,100.00
03/05/2014	286489	JOHN DEERE FINANCIAL	GAS ENGINE PART	2.57
03/05/2014	286490	FASTENAL	OPERATING SUPPLIES	319.66
03/05/2014	286491	FERGUSON ENTERPRISES, INC.#934	EQUIPMENT SUPPLIES - FLANGE	77.52
03/05/2014	286492	FIRST DUE	NEW YORK HOOK CHISEL	125.00
03/05/2014	286493	FLEETPRIDE	REPLACEMENT PARTS FIRE VEHICLE 436	34.31
03/05/2014	286494	FLEIS & VANDENBRINK ENGR., INC	2014 WATERMAIN IMPROVEMENTS	19,625.00
03/05/2014	286495	FULLER'S POWER EQUIPMENT CTR	EQUIPMENT MAINTENANCE	10.56
03/05/2014	286496	GANNETT MICHIGAN NEWSPAPERS	ADVERTISING JANUARY 2014	1,720.05
03/05/2014	286497	GOVERNOR BUSINESS SOLUTIONS	LABOR FOR PRINTER SERVICE	486.00
03/05/2014	286498	GRAINGER	EQUIPMENT SUPPLIES	1,042.70
03/05/2014	286499	GRAYBAR	EQUIPMENT SUPPLIES	1,118.52
03/05/2014	286500	GRAYMONT CAPITAL INC.	LIME CHEMICALS FOR WWTP	4,907.28
03/05/2014	286501	GUARDIAN ALARM	ALARM BILLING FEB 11- MARCH 10 2014	30.00
03/05/2014	286502	GUEST SERVICES	REGISTRATION EXECUTIVE ANALYSIS	300.48
03/05/2014	286503	HEALTH CARE LOGISTICS, INC.	FIRE/AMB DRUG BOXES	69.56
03/05/2014	286504	IAAO	2014 MEMBERSHIP DUES	175.00
03/05/2014	286505	IIMC	2014 RENEWAL MEMBERSHIP	185.00
03/05/2014	286506	J&B MEDICAL SUPPLY, INC	MEDICAL SUPPLIES	232.41
03/05/2014	286507	KENDALL ELECTRIC, INC.	UTILITIES LANSING TWP PROJECT & MATERIALS	3,178.17
03/05/2014	286508	KEUSCH TIRE AND TOWING	TIRES	536.14
03/05/2014	286509	KODIAK EMERGENCY VEHICLES	LATCH EXTERIOR CHROME HANDLE	108.43

03/05/2014	286510	KONICA MINOLTA ALBIN	METER USAGE DEC-JANUARY	89.80
03/05/2014	286511	LANSING UNIFORM CO.	FIRE UNIFORMS	822.50
03/05/2014	286512	MAMC	RENEWAL FOR MAMC MEMBERSHIP 2014	35.00
03/05/2014	286513	MARK'S LOCK SHOP, INC.	PADLOCKS AND REKEY	261.00
03/05/2014	286514	MASA	MASA 2014 SOFTBALL INVOCIE	2,040.00
03/05/2014	286515	MCMaster-CARR SUPPLY CO.	EQUIPMENT SUPPLIES	81.37
03/05/2014	286516	MCNAMARA'S HEATING & COOLING	SERVICE FURNACES	240.00
03/05/2014	286517	MEDLER ELECTRIC CO.	OFFICE LIGHTS FIRE STATION #1	429.00
03/05/2014	286518	MENARDS	SUMP PUMP	198.05
03/05/2014	286519	MICHIGAN COMPANY, INC.	EQUIPMENT MAINTENANCE SUPPLIES	345.04
03/05/2014	286520	MID-STATES BOLT & SCREW CO.	EQUIPMENT SUPPLIES	13.56
03/05/2014	286521	MICHIGAN PIPE & VALVE	WATER PARTS & EQUIPMENT MAINTENANCE	8,765.00
03/05/2014	286522	MICHIGAN STATE FIREMEN'S ASSO.	FIRE INSPECTION & CODE ENFORCEMENT	2,988.86
03/05/2014	286523	MUNICODE MUNICIPAL CODE CORP.	SEPARATOR TABS	985.00
03/05/2014	286524	MUNICIPAL SUPPLY CO.	EQUIPMENT MAINTENANCE	256.10
03/05/2014	286525	MYERS PLUMBING & HEATING, INC.	DRAIN EXPANSION TANK & EQUIP REPAIRS	766.00
03/05/2014	286526	NCL OF WISCONSIN	LAB SUPPLIES	251.24
03/05/2014	286527	KENT NORDLUND	REIMBURSEMENT FOR IMAGE TREND TRAINING	21.80
03/05/2014	286528	NORTHSIDE SERVICE	TOW TO SPARTAN MOTORS	500.00
03/05/2014	286529	NYE UNIFORM	PARAGON PLUS SHIRTS AND FLEX PANTS	420.45
03/05/2014	286530	CANON SOLUTIONS AMERICA, INC.	COPIER MAINTENANCE	223.88
03/05/2014	286531	BRIAN OLIVETO	REIMBURSEMENT FOR WATCH	25.69
03/05/2014	286532	RESERVE ACCOUNT	ADDITIONAL POSTAGE FUNDS	10,000.00
03/05/2014	286533	QUALITY TIRE, INC.	REPAIR LOADER TRACTOR TIRE	15.00
03/05/2014	286534	RED HOLMAN GMC	2014 GMC SIERRA 2500HD	29,152.44
03/05/2014	286535	R.M. ELECTRIC, INC.	EQUIPMENT REPAIR	3,700.00
03/05/2014	286536	BARBARA ROSSI	ZUMBA GOLD CLASSES WINTER	1,008.00
03/05/2014	286537	SAFEWARE, INC.	SUPPLIES FOR GAS MONITORS	184.64
03/05/2014	286538	SHERWIN-WILLIAMS	PAINT, BRUSHES AND SUPPLIES	427.99
03/05/2014	286539	SPX FLOW TECHNOLOGY	EQUIPMENT MAINTENANCE	7,243.00
03/05/2014	286540	STATE OF MICHIGAN	MCAO 2ND SEMESTER PMT ASSESSING CLASS	500.00
03/05/2014	286541	ST. GERARD	FOOD, LINENS, STAFF FOR EMP ENRICHMENT	1,780.00
03/05/2014	286542	SUPERIOR SAW	RESCUE CHAIN	150.00
03/05/2014	286543	TRANSFORMATIVE LEADERSHIP SYSTEMS	TEN BOOKS EA. 'ADULTS AT WORK'	60.00

03/05/2014	286544	TRUSCOTT ROSSMAN GROUP, LLC	CONSULTANT TO ASSIST IN EOC PLAN	2,500.00
03/05/2014	286545	UNIVERSAL AUTO INTERIORS	SEAT REPAIR A133	95.00
03/05/2014	286546	USA BLUE BOOK	SKYWAY LIFT STATION PROJECT	1,086.06
03/05/2014	286547	KENNETH VANHALL, III	REIMBURSEMENT FOR INTN'L SOCIETY FIRE INSP	125.00
03/05/2014	286558	ARROW UNIFORM	UNIFORMS	149.00
03/05/2014	286559	BRD PRINTING INC.	WINDOW ENVELOPES PROP. TAX INFO	184.14
03/05/2014	286560	EAGLE TOWNSHIP	BILLABLE FIRE/AMB RUNS - JANUARY	2206.65
03/05/2014	286561	GORDON FOOD SERVICE, INC.	TOWNSHIP COFFEE	213.70
03/05/2014	286562	U.S. POSTMASTER	POSTAGE FOR DELTA MAGAZINE	2600.00
03/05/2014	286563	WHITLOCK 360 DIGITAL BOOKS	POSTAGE FOR G.L. ASSESSING	<u>332.97</u>
TOTAL PAYABLES				6,516,193.15
PAYROLL				<u>316,702.81</u>
GRAND TOTAL:				<u><u>\$ 6,832,895.96</u></u>

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room B  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing MI 48917

**TOWNSHIP BOARD COMMITTEE OF THE WHOLE MINUTES**  
**MONDAY, FEBRUARY 10, 2014**

**I. CALL TO ORDER –**

Supervisor Fletcher called the meeting to order at 6:00 p.m.

**II. ROLL CALL –**

Members Present: Trustees Karen Mojica, R. Douglas Kosinski, Jeff Hicks and Dennis Fedewa, Treasurer Howard Pizzo, Clerk Mary Clark, and, Supervisor Kenneth Fletcher.

Members Absent: None

Others Present: Township Manager Richard Watkins, Deputy Manager Jenny Roberts, Community Development Director Mark Graham, Parks, Recreation and Cemeteries Director Marcus Kirkpatrick, Economic Coordinator Ed Reed, John Hanieski Economic Development Corporation Chair and Human Resources Generalist Linda Wells.

**III. SET/ADJUST AGENDA –**

Trustee Fedewa requested adding a discussion about the Board of Water and Light.

TRUSTEE FEDEWA MOVED TO APPROVE THE AGENDA AS AMENDED.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**IV. PUBLIC COMMENT – None**

**V. MANAGER'S REPORT –**

- Manager Watkins stated that bids for the water tower painting are out.
- Two major water projects for this summer will be put out for bid next week.
- Bids for the Skyway Lift station are out.
- Manager Watkins stated that the Supreme Court ruled last week that communities cannot ban the use of medical marijuana and that ruling does not affect Delta Township as the township ordinance does not ban use.

- Manager Watkins stated there is a packet compiled for the Complaint Review Committee for the Non-Discrimination Ordinance and there is an organizational meeting scheduled for February 24, 2014 at 6:00 p.m. Trustee Kosinski asked for an electronic copy of the packet be sent to the Board of Trustees, Manager Watkins agreed.
- Manager Watkins stated that the last day the Storm Debris site was open was February 8, 2014 and the company is coming to remove the debris next week. Another Storm Debris collection period has been scheduled for March 27-29 and will be a final collection.
- The Township Manager's contract expires May 1, 2014. Manager Watkins states he has asked for a 1 year extension and over the next week a proposal will be put together for the Board's consideration.

## **VI. ITEMS OF DISCUSSION –**

### **1. Annual Township Board Ethics Training, Linda Wells**

Human Resource Generalist Linda Wells gave an overview of the Ethics policy established in 2009. Ms. Wells states that this is an annual training for all Township employees. Ms. Wells stated that the entire policy is available online.

Ms. Wells stated that the intent of the policy that Public Servants shall avoid any action that which might result in or create the appearance of using a public office for private gain. That the purpose of her presence tonight is to remind everyone about the policy, it is also an opportunity for potential conflicts of interest to be disclosed and then sign off on a disclosure form. Ms. Wells listed potential conflicts of interest as well as those that may be perceived conflicts of interest.

Treasurer Pizzo noted his residence is in Player's Club Estates and addressed references to the Comprehensive Plan. Treasurer Pizzo also noted his role with Delta Business Side, yet does not speak for the Township.

Supervisor Fletcher stated that he didn't believe any of the items were a conflict. Supervisor Fletcher stated regarding representing the Township – that everyone should be speaking on behalf of themselves not on behalf of the Board as a whole or speaking on behalf of the Township. Supervisor Fletcher mentioned Treasurer's Pizzo's stating to his neighbor that there will never be a golf course at Player's Club is something that is unknown. Supervisor Fletcher stated that we can never definitively tell someone that something will never go in. Supervisor Fletcher also noted seeing in the local paper that "the Board will deal differently with it when it comes back to the Board", when in fact it was not changed. Supervisor Fletcher reiterated that while each person can speak on behalf of themselves that everyone should refrain from offering opinions on the behalf of the whole Board particularly those that have not been decided upon.

Trustee Fedewa stated that as an example after last week's meeting he was asked and gave his reason for voting on the zoning issue. He was asked why the other Board members voted the way they did and referred them to the public record or directly to the Board members themselves.

## **2. Discussion on Proposed Amendments to Vending Ordinance, Mark Graham**

Community Development Director Mark Graham introduced Michael – a Grand Ledge student who is trying to earn his Scout certifications for citizenship and communications.

Community Development Director Graham stated that this ordinance is primarily focused on the Clerk's Office and the Parks Commission. The Ordinance currently states that all vendors require a license and that is currently not being enforced within the parks for township sponsored events. Community Development Director Graham stated that the Board needs to determine whether to enforce this Ordinance – the license fee is currently \$350.

Parks, Recreation and Cemeteries Director Marcus Kirkpatrick stated that one challenge when coordinating events is setting up vendors that can provide food for the participants as the Township tries to keep costs down for participants as well as vendors who may sell an item for \$1 each and may not be motivated to spend \$350 for the few hours they are there. That the Township tries to make its events family friendly which includes the cost.

Trustee Fedewa stated that he recalls the only solid food being sold was hot dogs and asked who the vendor was. Director Kirkpatrick stated that it was the Lion's Club and the vending license does not apply to them as they are not for profit.

Trustee Fedewa asked what the cost to the Township is to process the vending application and that he agrees with the application process to ensure standards are met but doesn't want the Township to be perceived as making money given that vending is an asset to functions that the Township supports.

Clerk Clark stated that the vending ordinance requires a fee of \$350 for a 15 day permit for door-to-door or tent. The applications are reviewed by the Clerk's Office; it requires a criminal background check done by the Manager's office. Application requirements are a passport quality photo and the Clerk's office makes a badge required to be worn visibly at all times during vending. The Sheriff's office reviews applications and the Fire Department does a site visit for stationary vendors. And often times, the Building Department is involved for a sign permit.



Trustee Fedewa stated that process for a one day event seems like overkill and asked what information if any is deemed important to be checked and verified for a one day type of event.

Clerk Clark stated she believes the reason for review of the ordinance at this time is to ensure consistent practices amongst the Township as far as who/what events would be required to have a vending license. Clerk Clark stated that if the Board wishes to exempt the Township functions then it needs to be formalized. That a large part of the licensing process is the criminal background checks. Additionally review by the various departments requires staff time.

Supervisor Fletcher asked Director Kirkpatrick if there were vendors outside of the sponsor area and he stated there was one. Clerk Clark stated that other vendors have tried to do just that and it has been an issue right down to the day of the event. That during those types of events, the Sheriff's office is managing a lot of different people and gets a call from the Clerk's office saying there is a vendor without a license.

Trustee Hicks stated he understood exempting non-profits from the vending fees, however if the goal is to ensure the vendors are vetted for safety reasons – why exempt non-profits. Clerk Clark stated that the criminal background checks used to be free at some point, however now the Township has to pay for them.

Trustee Hicks asked whether non-profits have to have their status verified. Clerk Clark stated that they must provide proof of their non-profit status to an investigating officer if one is called by a resident. If the Sheriff's office responds to a call regarding a vendor soliciting and the vendor is found to not have the legal evidence of their status, they can be cited or asked to leave. Trustee Hicks asked why non-profits are not required to obtain a waiver. Clerk Clark stated that this Township Board made changes to the vending ordinance just a year ago and the decision by this board was to exempt not for profits from processing.

Clerk Clark stated that whether a vendor sells for 1 or 15 days, the cost to the Township is the same and that if a license is required for 1 day event and the Township waives the fee, then the Township has to absorb the cost of obtaining the criminal background check and all the other departments review of the applicant. Clerk Clark stated that one example of the reasons criminal background checks are important would be the case of sexual predators selling to children.

Trustee Hicks asked what the charge is for the criminal background check. Clerk Clark stated it is \$10 per person.

Treasurer Pizzo asked what the Township liability is if a criminal check isn't done and something happens. Clerk Clark stated counsel would need to be asked.

Supervisor Fletcher restated the original question as; if the Township is sponsoring an event, can the Township select particular vendors to participate **and** exempt them from the vending license requirement.

Trustee Fedewa asked what the process looks like and how do you invite one vendor and not another. Director Kirkpatrick stated that it is a challenge to get most vendors to come in. The Township has over the last couple of years, attempted to get healthier options in and have found reluctance due to the license fee and vendors not being able to recoup their costs.

Discussion ensued regarding the offering of healthy foods. Supervisor Fletcher stated that while important, is not the focus of this meeting. The question is whether to hand select certain vendors to the one day events that the Township offers and have them exempt from the vending license process or that it is open to everyone and the normal vending license process and fees apply. Clerk Clark pointed out the importance of a timely decision based on the upcoming calendar of events.

Trustee Hicks stated that he believes the biggest issue is the appearance of the Township selectively enforcing its own ordinance. Clerk Clark stated that she believes it is not as black and white as that. Trustee Hicks stated that more importantly the Township needs to come up with a consistent application of the ordinance.

It was suggested that inquiry be made to other communities regarding their process concerning these one-day or special events. Community Development Director Graham stated that they would do that and bring back information.

### **3. A Report from the Economic Development Corporation – John Hanieski**

Mr. Hanieski described the two fundamental approaches to economic development and contemporary language describes them as economic gardening which is facilitating and promotion of the existing endowment and activity and import substitution which is attraction.

Mr. Hanieski stated in the area of economic gardening, the EDC supported the Community Development Coordinator as needed. For example, business openings, ribbon cuttings and other ceremonies – members of the EDC will attend as requested. Mr. Hanieski also stated that occasionally members will be asked to give their opinion on a development matter after investigating it (such as recently with D & K Trucking). The EDC also supports the branding of Delta

Township (such as banners). Mr. Hanieski stated he would like to see more way-faring signs.

The EDC is working with the City of Charlotte, Brian Myrkle who is the economic development administrator. Mr. Myrkle is examining whether there is a way for Charlotte to promote the east side of Eaton County and whether there is a way for Delta Township and Charlotte to work together to create an image of Eaton County that is somewhat separate from the Lansing Regional area.

The EDC also teams with the Delta Side Business Association.

Mr. Hanieski stated that Delta Township leaders in the 1950's that designated 1600 acres as an industrial estate for future development. Mr. Hanieski stated that in terms of import substitution, the EDC works with LEAP (Lansing Economic Area Partnership) and the industrial estate in Delta Township he believes is of significant value to LEAP.

Mr. Hanieski added that there is another concept to import substitution and that is building economic clusters such as manufacturing, hospitality, shopping, distribution, dining and services. The final area the EDC has a presence is legal authority governed by Act 335 of 1974 to do project financing. Mr. Hanieski states there are certain limitations due to interest rates and restrictions for use of TIFA and EDC financing. The EDC also is the Township Brownfield Redevelopment Authority. Mr. Hanieski states that the EDC is primarily focused on support for the Community Development Department and Township manager Watkins.

Supervisor Fletcher asked whether Mr. Hanieski would like to speak to beautification efforts or the banners he mentioned. Mr. Hanieski stated that he believes the banners are good step forward to increase visibility along Saginaw. The road improvements by MDOT have help as well, however it is not a downtown and it would be easier if it was. Mr. Hanieski stated the thing most resembling a downtown is the Lansing Mall – where people gather.

Mr. Hanieski stated that the artwork would be an anchor on one end of the commercial strip on Saginaw. However, on the east end of the Saginaw corridor, anchoring is more difficult. The welcome sign there is virtually invisible and due to the restriction placed by MDOT along M43 it makes it more difficult. Mr. Hanieski stated he believes the way-faring signs would be an important addition.

Supervisor Fletcher inquired as to definite plans to place banners along Saginaw and Mr. Hanieski stated it was in process. Clerk Clark stated she believed that the decision had been made to move forward with the banners. Mr. Hanieski stated the EDC is still planning to contribute to the purchase of the banners however, Mr. Reed is still researching a particular vendor. Economic

Coordinator Reed stated that he currently has bids from 2 vendors and would like to have 2 more; the EDC has allocated \$5,000 for the banners and brackets.

Township Manager stated that they are hoping to have available to put up as soon as the poles are accessible. Clerk Clark asked the rationale behind obtaining 4 bids versus 3. Economic Coordinator Reed stated there are multiple companies that can make the banners, therefore a lot of competition. Some companies are using older technology than what is available and the newer technology is at a lower cost and higher quality.

Manager Watkins addressed the Welcome sign and that perhaps it could be painted with brighter colors and moved. Manager Watkins noted that Economic Development Coordinator Reed is doing work on that right now and will bring back to the EDC for continued discussion.

Trustee Fedewa noted that the way-faring and welcome sign all have to do with the branding that the Township is doing. That he has seen the same type of thing in Grand Rapids and it works well. Trustee Fedewa stated that he has concern with the banners because of previous discussions with Waverly Community Schools and co-branding discussed at that meeting. Trustee Fedewa stated that as the process moves along, he believes that Waverly should be advised about what the Township's intent is.

Trustee Kosinski noted that despite the foresight of those that came before us, there remain challenges, Economic Development Coordinator works with those types of handicaps that exist in establishing stable and attractive commercial sites along the Saginaw corridor.

Trustee Fedewa stated that a plan can be developed to resemble cluster development for the future.

Manager Watkins stated that an integral part of that is re-writing the zoning ordinance, for which there are bids out right now. Manager Watkins also stated that the sign ordinance is being revised.

Trustee Fedewa stated he believed it was being recodified only and if it is more than that he would like to review it. Manager Watkins stated that it is being recodified, and that the Township would be looking at the recommendations from the consultant. Clerk Clark stated that recodification is not a stamp of copasetic, or that it will remain as it is. Trustee Fedewa stated that he has recodified at the state level and stated that it is basically a modernization of the structure and some processes of statutes or in this case ordinances. Manager Watkins stated that the Board would be working with the consultant to put the codification together.

Supervisor Fletcher reminded the Board that originally when the 2014 Budget and Strategic Plan were discussed, part of that discussion was regarding the zoning issues along the Saginaw corridor. Trustee Kosinski agreed with Trustee Fedewa that the consultants need to have a clear sense however the responsibility is on the Board to create that vision proactively.

Trustee Kosinski stated that the Board needs to have a clear vision of what is desired along the Saginaw corridor. That perhaps the revised zoning ordinance will allow for clusters with space whether it is green space or access and parking. Trustee Kosinski stated that the Board needs to think about those things and communicate them to the consultants so that the Township moves toward those objectives.

Trustee Fedewa stated that he believes the Board needs facilitation to ensure continuity. Trustee Fedewa stated to Manager Watkins that his concern is not being certain that the cart isn't before the horse. Manager Watkins stated that his philosophy is that unless this area is in your area of expertise, the consultant is needed first to give different options and ideas that other communities are using and then the Board makes a determination whether it is good for this community.

Trustee Fedewa stated that if the Township had a community charrette similar to the Michigan Avenue – where businesses and residents gave their input - that would be the direction he would like to see. Supervisor Fletcher stated that for that charrette, they had funding to sponsor that and to his knowledge no-one has offered any funding.

Trustee Kosinski stated that the Township isn't the first to transform a worn and haphazard development into something more contemporary, attractive and sustainable. Part of the effort is to research both successes and failures, both as a Board and individually and partly is a professional enterprise by those such as Mr. Haneski, Economic Coordinator Reed and Community Development Director Graham. Trustee Kosinski believes that the Board needs to provide a broad sense of what it wants along with a vision of what it is trying to achieve.

Trustee Fedewa stated that he believes it would benefit the Board to hear from some resources such as the Municipal League.

Mr. Haneski stated that the Saginaw corridor is not a failure – that it serves a vital economic purpose such as fast food and many other business that are often very young start-ups that serve a varying population. Mr. Haneski further states that it is not homogeneous from Waverly to Broadbent – that there are number of different areas with different character.

Trustee Kosinski stated that one idea is keeping the businesses near the residents in that area more neighbor friendly by physically making them accessible from the neighborhood.

Clerk Clark stated that she believed that issuance of a contract to a consultant was for the purpose of exactly this, to have this discussion. Trustee Fedewa stated that wasn't his understanding, that he thought it was to discuss the structure of the code and the blank spots and that if there was a broader intent, that the Board needs to have that discussion.

Supervisor Fletcher stated that this Board has had a discussion during the budget process, during the Strategic Plan and goals for the year, that looking into the rezoning and how Saginaw would come into play. That there have been multiple discussions. Supervisor Fletcher stated that this has never been presented as just a recodification that is separate and divorced from the Saginaw discussion. Trustee Fedewa stated that he did recall some of that discussion and that it was broad based believes it should say that it is going to be looking at what the Township can do and that is part of the recommendation should be said specifically.

Trustee Fedewa asked if it was only recodification for the East Saginaw corridor or if it was for everything. Manager Watkins stated the recodification was for all of it and looking at the entire zoning ordinance. Manager Watkins stated that there is an RFP out right now to 6 of the most well-known planning companies in the state.

Treasurer Pizzo asked it that would come to the Board and Manager Watkins confirmed that once received they will be reviewed and try to make some recommendations to the Board and it will come to the Board for discussion. Manager Watkins stated it is his intent to review the Saginaw corridor. Manager Watkins stated that Community Development Director Graham is one of the best planners around, but as he said to Trustee Fedewa previously – it would be nice to have a new set of eyes to give the Township different ideas. Manager Watkins stated his intent and belief regarding the purpose of the consultant was to get advice and suggestions and to help the Board form their vision of Saginaw Highway and the rest of the Township.

Supervisor Fletcher stated that if the vision was clear for what was to be done along Saginaw, there would be no need for a consultant. He reiterated what Mr. Hanieski said being that Saginaw isn't that bad and there are few vacancies. Supervisor Fletcher stated it is not crime ridden, nor a crisis. It is old and needs to be dressed up and unified. That working with the private owners of the properties is important. However despite the vision and suggestions, if the property owner doesn't want to do it there is not a lot the Township can do about it. Trustee Kosinski mentioned the Burger King property. Trustee Fedewa stated all kidding aside, that if the property owner doesn't want to do anything

that the Township is helpless to do anything as far as creating any incentives or anything like that.

Supervisor Fletcher stated that actually what he was saying in regard to the Burger King property is that the Township has provided many different ideas for the property. Economic Coordinator Reed has presented information to the Board on multiple occasions - the site visits and conversations held as well as a proposal. Supervisor Fletcher clarified that at the end of the day if a property owner doesn't want to do anything with an empty building that it is their choice to do so and in that case there is nothing the Township can do.

Trustee Fedewa stated that he isn't aware of everything that has been done in regard to this property, but believes there are tools available, with some bold action and the Township being willing to invest some of its taxpayer's money. Trustee Fedewa doesn't believe the Township has exhausted all of the tools that could be done and wonders if there are higher level tools that could be used.

Supervisor Fletcher stated that is why a consultant is being brought in, to look at the zoning and talk about other tools that are available and the Township is aware of. That efforts continue to be made with this property owner.

Trustee Kosinski stated that he believes it is important to take nothing off the table and leave all possibilities available. That at some point if the lowest level of tools isn't working, the highest level tools might need to be used – whatever they are. Trustee Kosinski stated there is not one solution to apply to all properties on Saginaw, that each may require a complex array of solutions. Mr. Haneski added that it may ultimately require the assistance of the State Legislature, particularly with respect to blight.

#### **4. BWL – Discussion**

Trustee Fedewa stated that the second forum was not as heavily attended as the first one, however the residents spoke very eloquently. The BWL task force defined their role and backgrounds. Trustee Fedewa stated he believes that it is a well suited makeup of individuals with broad breadth of experience and organizational backgrounds.

Trustee Fedewa stated he felt the residents did a good job of not just complaining but voicing the errors of management and that given the severity of the event zero outages are not always possible. Focus was on where the residents felt improvements could be made by the BWL. One area discussed was in regard to expanding Board representation. Trustee Fedewa asked if there was something the Township should do proactively asserting its desire to have a representative on the BWL Board.

Supervisor Fletcher stated there are a couple of different avenues – one is for the review board to assess the shortfalls and reasons for them. Supervisor Fletcher stated that next to Lansing, Delta Township is the next largest customer. Supervisor Fletcher states that Mayor Bernero has stated that he is open to expanded representation on the BWL Board, however it is still early in the process and doesn't know what that would look like. One idea is to add 5 more spots, leaving Lansing with 8 and the majority percentage of representation. Supervisor Fletcher stated that dialogue would continue.

Deputy Township Manager Jenny Roberts stated that the Township retreat is February 17<sup>th</sup> and the Board is welcome to attend. The office will be closed, however the Board meeting will be conducted.

## **VII. ADJOURNMENT**

Supervisor Fletcher adjourned the meeting at 7:56 p.m.

CHARTER TOWNSHIP OF DELTA

MARY R. CLARK, CLERK

KENNETH FLETCHER, SUPERVISOR

\kt  
Board Materials\Board Meetings\Minutes\February 10, 2014 Committee of the Whole  
Minutes Approved:



**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room A  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR  
MONDAY, FEBRUARY 17, 2014**

**I. CALL TO ORDER**

**II. OPENING CEREMONIES – Pledge of Allegiance**

**III. ROLL CALL**

Members Present: Trustee Dennis Fedewa, Trustee Jeff Hicks, Trustee Doug Kosinski, Clerk Mary Clark, Treasurer Howard Pizzo, and Supervisor Kenneth Fletcher.

Members Absent: Trustee Karen Mojica

Others Present: Community Development Director Mark Graham, Lieutenant Jeff Campbell, Finance Director Jeff Anderson, Fire Chief John Clark, Assistant Fire Chief Mike Roman, Manager Richard Watkins and Deputy Manager Jenny Roberts.

TRUSTEE HICKS MOVED TO EXCUSE TRUSTEE MOJICA.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**IV. PRESENTATIONS AND PROCLAMATIONS**

**1. Fire Department Badge Pinning**

Fire Chief John Clark stated that there are some promotions and a badge pinning for Kenway Hensley who has been with the Township for around six months, however through various circumstances have not been able to perform the badge pinning.

- a. Captain Kent Nordlund was promoted from Lieutenant to Captain and was pinned by niece Corrine.
- b. Lieutenant Steve Funk was promoted from Engineer to Lieutenant and pinned by his father in law Mike and his wife Angela.

- c. Kenway Hensley is a new hire and was pinned by Assistant Fire Chief Mike Roman.

**V. SET/ADJUST AGENDA**

Trustee Fedewa requested to add an RFP for Rezoning.

TRUSTEE FEDEWA MOVED TO ADOPT THE AGENDA AS ADJUSTED.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**VI. PUBLIC HEARINGS - NONE**

**VII. COMMUNICATIONS - NONE**

**VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA (*maximum two minutes*)**

**IX. INTRODUCTION OF ORDINANCES**

**X. PASSAGE OF ORDINANCES**

**1. Adoption of Zoning Ordinance Amendments Pertaining to Blood Plasma Centers.**

The Community Development Department recommends the Township Board amend the Delta Township Zoning Ordinance identified as Case No. 12-13-21, dated January 8, 2014. The proposed amendments pertain to Blood Plasma Centers.

TRUSTEE KOSINSKI MOVED THAT THE DELTA TOWNSHIP BOARD ADOPT AMENDMENTS TO SECTIONS 2.2.0, 14.3.0, 15.3.0, 18.15.0, AND 18.16.0 OF THE DELTA TOWNSHIP ZONING ORDINANCE PERTAINING TO BLOOD PLASMA CENTERS. THE PROPOSED AMENDMENTS ARE IDENTIFIED AS CASE NO. 12-13-21. FURTHER, THE TOWNSHIP CLERK IS HEREBY DIRECTED TO PUBLISH A NOTICE OF ADOPTION OF THE AMENDMENTS IN LOCAL NEWSPAPERS AND THE AMENDMENTS SHALL BECOME EFFECTIVE UPON PUBLICATION.

**Section 2.2.0 (Definitions)**

**Blood Plasma Center.** A building and premises used for the primary function of the performance of plasmapheresis. Plasmapheresis means the procedure whereby whole blood is removed from a plasma donor by venipuncture or phlebotomy, the plasma is separated therefrom for sale or transfer, and the

formed elements of the blood are returned to the donor. This definition does not include blood banks in which primarily whole blood is extracted from donors and used, transferred or sold, such as blood donation centers sponsored by the American Red Cross.

Section 14.3.0 (B1 district, Special Land Uses)

T. Blood Plasma Center.

Section 15.3.0 (B2 district, Special Land Uses)

U. Blood Plasma Center.

Section 18.15.0 (B1 district, Special Land Uses)

T. Blood Plasma Center.

- (1) Parking shall be provided at a rate of 1 space for each collection station, 1 space for each person permitted to occupy the waiting area, and 1 space for each employee in the largest working shift. The Zoning Administrator shall review the proposed floor plan for the Plasma Center and may require additional parking for processing rooms/booths, staging & test areas, etc.
- (2) A waiting area and restroom facilities must be available to all clients at least one hour prior to the start of business inside the building housing the blood plasma center.

Section 18.16.0 (B2 district, Special Land Uses)

U. Blood Plasma Center.

Same requirements as Section 18.15.0(T).

TREASURER PIZZO SUPPORTED THE MOTION.

ROLL CALL:

AYES: TRUSTEE R. DOUGLAS KOSINKSI, TRUSTEE JEFF HICKS, TRUSTEE DENNIS FEDEWA, CLERK MARY R. CLARK, TREASURER HOWARD PIZZO AND SUPERVISOR KENNETH FLETCHER..

NAYS: NONE

ABSENT: TRUSTEE KAREN MOJICA

THE MOTION PASSED 6-0.

**XI. CONSENT AGENDA –**

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA AS SUBMITTED.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

ROLL CALL:

AYES: TREASURER HOWARD PIZZO, TRUSTEE DENNIS FEDEWA, TRUSTEE JEFF HICKS, TRUSTEE R. DOUGLAS KOSINSKI, CLERK MARY R. CLARK, AND SUPERVISOR FLETCHER.

NAYS: NONE

ABSENT: TRUSTEE MOJICA

THE MOTION PASSED 6-0

<b>2. Bills and Financial Transactions</b>	<b>\$2,362,436.90</b>
Bond/Debt Payments	
Investments	
Payroll & Related	315,002.81
Refunds	12,630.31
Tax Distributions	1,470,967.93
Vendor Claims	563,835.85
Total	\$ 2,362,436.90

TREASURER PIZZO MOVED TO APPROVE THE BILLS AND FINANCIALS IN THE AMOUNT OF \$2,362,436.90.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**3. Minutes**

February 3, 2014 – Regular Board Meeting Minutes

TREASURER PIZZO MOVED TO APPROVE THE FEBRUARY 3, 2014, REGULAR BOARD MEETING MINUTES AS PRESENTED.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**4. Recommendation to add Huntington Bank as an authorized Financial Institution**

The Finance Director recommends that the Township Board approve Huntington Bank as an authorized financial institution to provide the Township with investment and depository services.

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE HUNTINGTON BANK AS AN AUTHORIZED FINANCIAL INSTITUTION TO PROVIDE THE TOWNSHIP WITH INVESTMENT AND DEPOSITORY SERVICES.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

**XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA**

**12. RFP for Rezoning**

**XIV. ITEMS OF BUSINESS**

**5. Referral of Art Baryames Rezoning Request to the Planning Commission for the Purpose of Holding a Public Hearing in Case No. 2-14-04.**

The Community Development Department recommends that the Delta Township Board refer Mr. Art Baryames' request to rezone the property described in Case No. 2-14-04, to the Planning Commission for the purposes of holding a public hearing on the matter submitting a recommendation to the Township Board.

TREASURER PIZZO MOVED THAT THE BOARD REFER MR. ART BARYAMES' REQUEST TO REZONE THE PROPERTY DESCRIBED IN CASE NO. 2-14-04, FROM O – OFFICE TO B2 COMMUNITY COMMERCIAL TO THE PLANNING COMMISSION FOR THE PURPOSES OF HOLDING A PUBLIC HEARING ON THE MATTER AND SUBMITTING A RECOMMENDATION TO THE TOWNSHIP BOARD.

TRUSTTEE HICKS SUPPORTED THE MOTIION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**6. Appointment to the Delta-Waverly District Library Board**

The Township Supervisor recommends the Township Board appoint Douglas C. Drake to the Delta-Waverly District Library Board for a partial term expiring June 30, 2017.

Supervisor Fletcher outlined Mr. Drake's previous experience and stated that his strong financial background will be an asset to the DWDL Board while they work to bring the budget back into compliance. Supervisor Fletcher stated that Mr. Drake would replace Travis Radina who has resigned.

CLERK CLARK MOVED THAT THE TOWNSHIP BOARD APPOINT DOUGLAS DRAKE TO THE TERM EXPIRING JUNE 30, 2017 TO THE DELTA-WAVERLY DISTRICT LIBRARY BOARD.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**7. Resolution in Support of Regionalizing Governance of the Lansing Board of Water and Light**

The Township Supervisor recommends that the Township Board adopt a resolution in support of regionalizing the governance of the BWL.

Supervisor Fletcher stated that the Township is working with the City of Lansing to add representation from communities that are customers of BWL, the resolution reflects working with Nathan Triplet Mayor of East Lansing. The East Lansing City Council is looking to adopt a similar resolution.

Supervisor Fletcher stated that the resolution is a statement that the Board supports the concept of adding representatives from all of the areas served by the BWL.

CLERK CLARK MOVED ADOPTION OF THE RESOLUTION IN SUPPORT OF REGIONALIZING GOVERNANCE OF THE LANSING BOARD OF WATER LIGHT.

WHEREAS, the Lansing Board of Water and Light (BWL) is a municipally-owned utility presently governed by an eight member Board of

Commissioners appointed by the Mayor of Lansing with the consent of the Lansing City Council; and,

WHEREAS, the BWL provides electric service not only to the City of Lansing, but also to the townships of Delta, Lansing, Delhi, Dewitt, Meridian, Watertown, and Windsor and to the City of East Lansing; and,

WHEREAS, nearly 40% of the residential electric customers served by the BWL are presently unrepresented on the Board of Commissioners; and,

WHEREAS, meaningful representation of customer communities is essential to the credibility and accountability of the BWL; and,

WHEREAS, Delta Township desires to work cooperatively with the City of Lansing and customer communities from across our region to develop a plan to regionalize the governance of the BWL,

NOW, THEREFORE, BE IT RESOLVED, that the Delta Township Board supports the development and passage of an amendment to the Lansing City Charter to regionalize the governance of the BWL by providing representation on the Board of Commissioners to customer communities that are currently unrepresented; and,

BE IT FURTHER RESOLVED, that the Delta Township Board believes that regional representation on the BWL's Board of Commissioners should be provided in rough proportion to each customer community's share of residential electric customers; and,

BE IT FURTHER RESOLVED, that the Delta Township Board believes that an advisory or ex officio role for currently unrepresented insufficient and that meaningful representation can only be accomplished of voting regional representatives to the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that the Delta Township Board believes that regional representatives added to the Board of Commissioners should be appointed by the Supervisor or Mayor of each customer community with the consent of their Board or Council; and,

BE IT FINALLY RESOLVED, that the Delta Township Board requests that the Township Clerk transmit a copy of this resolution to the Mayor of Lansing and to the President of the Lansing City Council.

TRUSTEE KOSINSKI SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

**8. Recommendation to Approve Manager's Contract**

The Township Supervisor recommends the Township Board approve a one-year employment contract for the Township Manager with the Charter Township of Delta.

Supervisor Fletcher stated that there were relatively minor changes made to the contract and the only substantive one was that should Manager Watkins elect to retire next year, or the Board choose not offer an extension, neither action would trigger the severance pay clause. Also the provision requiring 90 day notice of leaving the Township was removed.

Trustee Fedewa stated in section 2.05 contract renewal, the word Section 5 – disability the items above it in the original language - terms such as sickness, accident, injury, mental incapacity, or health should be removed as the definition of disability is included.

Trustee Fedewa referenced section 8, delivery of property on termination; he suggested adding the word radios after telephone equipment as a variety of electronic items are listed.

Supervisor Fletcher asked if Manager Watkins had any issues with the suggested changes. He stated he did not if he understood them correctly.

Clerk Clark asked Trustee Hicks whether the changes suggested reflect the Board's intent. Trustee Hicks stated that disability is defined in the added paragraph and he doesn't believe striking those words make a difference.

Trustee Kosinski stated regarding an employment termination situation there is generally language stipulating the employee will get rid of any files in their personal possession, particularly electronic copies.

Trustee Fedewa states that there is always the chance that something would be returned and a copy kept.

Trustee Hicks stated that employment termination and related at least at the state level are dealt with in a policy format rather than contractual and asked Manager Watkins if that were the case here and Manager Watkins confirmed.

Manager Watkins further stated that he has no confidential records in his possession and with the Freedom of Information Act there is very little that is confidential other than personnel files.



TRUSTEE HICKS MOVED TO ADOPT THE EMPLOYMENT AGREEMENT AS IT EXISTS IN THE BOARD PACKET WITH TRUSTEE FEDEWA'S FRIENDLY AMENDMENT.

CLERK CLARK SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (TRUSTEE MOJICA ABSENT).

#### **XV. MANAGER'S REPORT**

- Manager Watkins stated the staff retreat was held today and the office was closed. Each employee received an *I Am Delta* T-shirt in support of the ongoing branding campaign.
- The Lansing Regional Chamber of Commerce dinner is February 20.
- The DeltaSide Expo has work shifts available and if planning to work, to let Deputy Manager Roberts know.

Trustee Fedewa asked about a grant application regarding a designation to be a redevelopment ready community. Manager Watkins stated that it had been submitted however, the Township appears to be ineligible, however, does make the Township eligible for certain things.

#### **XVI. COMMITTEE OF THE WHOLE**

##### **9. Accounting Department Report, Jeff Anderson**

Finance Director Anderson spoke regarding progress made on the 2013 departmental goals for Accounting and Treasury as well as goals for 2014.

- Increased E-bill customers for utility billing by 40% saving \$7,000 in printing and mailing costs.
- Radio read for water meters – which started as monitoring abnormal water use. Recently an unoccupied home was found to have water running non-stop in the basement – which would have previously taken 6 weeks to detect. For 2014 the department is looking at a software add on which will give residents the ability to monitor their usage online.
- Online bill pay has increased by 40% which has grown from 400 to 700 payments per month.
- Ensuring at least 2 people cross trained in utility billings.
- 100% of Accounts Payable invoices are now approved electronically eliminating filing of these invoices.
- Paperless journal entry system.

- Successfully completed water supply system bond issue (\$4,000,000) at 2% interest rate for 20 years.
- New process for printing/mailling tax bills saving #2,500 annually.
- Completed the OPEB actuarial done every 3 years, which is a labor intensive process and received a lot of help from Linda Wells.

Finance Director Anderson stated other items of significance are that he led the Employment Benefit Committee, ultimately recommending and implementing the high deductible PHP plan. The Accounting Department worked with the Manager's office to implement a new parking ticket collection process. Director Anderson also stated that a new Payroll Account Clerk II was hired in December and that 17,000 customers were served at the counter, which was 1,000 less than 2012 due to e-services.

Finance Director Anderson next reviewed 2014 goals.

- Continue training new employee and eliminate manual payroll process.
- Continue reorganization of department, work with lead employees to become leaders/managers.
- Improve customer service both internally and externally.
- Increase e-bill enrollment by another 10% (1,320).
- Convert bank reconciliation process to BS&A from Excel.
- Review investment policy; potential new investment opportunities after rates change.
- Train staff to process payroll in a back-up role.
- Organize Employee Benefit Committee to review retiree health care and savings options.
- Work with team to negotiate new union contract.
- Evaluate implementing self-service terminal at library to pay/review utility bills and taxes.

#### **10. Assessing Department Report, Brian Thelen**

Assessing Director Thelen stated that the 2013 was a challenge both internally and externally. There were multiple changes between appraisers and secretaries which greatly affected goals for 2013, however anticipate now that the department will be able to achieve its 2014 goals now that it is fully staffed. Assessing Director Thelen stated that newly passed legislation affecting assessing needs to be implemented.

Assessing Director Thelen stated the residential class property values are rising and believes that the Township is over the hump in terms of the residential class. In terms of the commercial class is generally following that

of the county.

Percentage Change in Assessed Values						
Tax Year	Residential Class	County Avg.	Commercial Class	County Avg.	Industrial Class	County Avg.
2014	2.3%	1.4%	2.0%	2.3%	-2.3%	3.5%
2013	-1%		-1%		8%	
2012	-2%		-3%		-3%	
2011	-4%		-8%		-8%	
2010	-8%		-6%		-6%	

Assessing Director Thelen stated that the Industrial class was hurt largely by a couple of large sales such as Norplas which was a bank sale however, still used in the study.

Trustee Fedewa noted the 11% differential between 2012-2013 and whether this is surprising. Assessing Director Thelen stated it is based on the sales being utilized in the study year. In the Township's case, there were some good sales last year such as FedEx property, the Superior Asphalt property and 1 other sell at around \$45,000 an acre. Those properties were used to set values and now in 2014 the sales used in the study are not as good as the ones in 2013. Just a few good sales can affect the numbers greatly since there isn't much value in the Industrial sales. Assessing Director Thelen states this causes fluctuation from year to year and the values are justified by the county and state based on what things are selling for.

Assessing Director Thelen stated that the taxable value change over 2013 was flat and the inflation rate for 2014 is 1.6% which means that the gap or the difference between the assessed value and the taxable value is increasing which hasn't been the case in 5-6 years. The rate of inflation is also a good benchmark for budgeting as well.

Assessing Director Thelen stated that services accessed via the web by title companies, real estate companies, appraisers and the general public - registered 52,206 hits for property and land data which is an average of 4,350 per month. Assessing Director Thelen stated that feedback from appraisers regarding the website, praise the extent of the data found on the website and that all information that can be obtained in the assessing office is now available online.

Assessing Director Thelen stated that data verifications for 2013 were 500, with the goal being at least 3,000. This was an area hit particularly hard due to the internal staffing transitions – with a good portion of 2013 with 1 appraiser. Assessing Director Thelen stated that with the addition of the 2<sup>nd</sup> appraiser who transferred from the Clerk's office and is doing a good job just wasn't up to speed on the

process. Assessing Director Thelen stated that in 2014 the department plans on hitting their goal as well as focusing on Grand Ledge.

The Assessing department inspected 275 building permits. Regarding personal property, 111 accounts were added and 94 deleted.

Assessing Director Thelen stated that some of the larger projects in Delta Township are Longhorn Steakhouse, the mattress company, the Lansing Mall theater, Norplas, Rifkin and Meijer warehouse.

Assessing Director Thelen stated that some of the other activities are the Summer Tax roll at \$34.4 million and the Winter Tax roll at \$23.1 which are relatively consistent with 2012. There was one IFT certificate issued for Norplas.

Deeds, Transfers & Principal Residence Exemptions		
	2012	2013
Various Deeds Processed	1015	1069
Warranty Deeds Processed	674	583
Principle Residence Exemptions	712	375
Sales Used In Study	191	261
Average Sale Price	\$139,000	\$145,700

Assessing Director Thelen stated that for the deeds, transfers and principal residence exemptions in 2013, the most important area is the Sales Used In Study – which for 2013 was 261 with an average sale of \$145,700 compared to, and average sale price in 2012 of \$139,000. This data is encouraging and shows the amount of sales going up, it also means a lot of homes are coming off the market and the average sale price has had a pretty significant increase.

Assessing Director Thelen stated that of the money paid by taxpayers the following table is a breakdown. Delta Township has approximately 30-35% of the value of the entire Eaton County tax database.

Tax dollars Paid By Delta Township Residents	
Grand Ledge Schools: \$8,020,205.83	Eaton County Allocated: \$3,418,016.98
Waverly Schools: \$10,599,852.32	Delta Township Operating: \$6,038,093.05
Lansing Schools: \$64,438.29	Delta Library: \$1,225,097.27
Lansing Community College \$4,679,639.69	Paramedic/Fire: \$1,212,297.17

Assessing Director Thelen spoke regarding recent legislative changes. Public Act 161 – The Disabled Veteran's Exemption is a law if the criteria of 100% disablement is met and considered unemployable that exemption from property

taxes can be made. It is also open to the surviving unmarried spouse living in the home. So far there have been 6 exemptions and the Township will be proactive and try to help the Veterans in the Township get the exemption. Assessing Director Thelen stated that he believes this law will be revised to possibly include some type of asset test to similar to that of the poverty exemption.

Assessing Director Thelen next addressed the Public Act 402, Eligible Personal Property Exemption. Beginning December 31, 2013 eligible personal property is exempt from taxation. In order to be eligible and qualify for the exemption, the personal property must meet all of the following conditions:

- Exemption must be property claimed **and**
- The personal property must be classified as industrial or commercial **and**
- The combined true cash value of all industrial and commercial personal property owned by, leased by or in the possession of the owner or related entity is less than \$80,000 in the local tax collecting unit **and**
- The property is not leased to or used by a person that previously owned the property or is controlled by a previous owner.

In order to claim the exemption, the owner of the eligible personal property must **annually file** an affidavit (form 5076), with the local tax collecting unit where the property is located **no later than February 10.**

Personal Property is defined as all machinery, equipment, furniture, fixtures, outdoor advertising signs and unlicensed commercial vehicles. The Act will be repealed if not approved by a majority of the qualified electors of the State who will vote at election in August 2014. If repealed, exemptions will be removed for 2015. Assessing Director Thelen stated that to date, there are still approximately 350 that qualify who have not filed.

Trustee Hicks stated that this law is quite burdensome on the Assessing department and needs to be done annual. Trustee Hicks stated that there is also the audit component that needs to be completed and asked whether that has been outlined. Assessing Director Thelen stated that process has already begun, based on affidavits received. Trustee Hicks asked whether the affidavits are being accepted after the filing deadline of February 10, 2014 and Assessing Director Thelen stated if sent after the deadline they are passed to the Board of Review and that he would verify this information.

Assessing Director Thelen demonstrated with the following figures, the impact of the Personal Property Exemption would have if all 1,461 commercial personal property parcels with a \$40,000 taxable value or less.

- (-) \$10,173,700 taxable value loss

The estimated loss in revenue for the following:

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Delta Operating	(-) \$50,083
PM/FF	(-) \$10,067
Library	(-) \$10,173

Assessing Director Thelen states that the Public Act 497 – Transfer of Ownership, beginning December 31, 2013 transfer of residential property is not a transfer of ownership if the transferee has one of the following relationships to the transferor and the use of the property does not change:

- Spouse
- Father or Mother
- Father or Mother of the spouse
- Son or daughter
- Adopted son or daughter
- Son or daughter of the spouse
- Siblings

This exemption from uncapping does not apply to a trust, a limited liability company or to distribution from probate.

Assessing Director Thelen stated that the Michigan Tax Tribunal has slowed down in Delta Township with 31 cases settled in 2013 and 59 cases currently pending. There were 5 cases settled in 2013 for Grand Ledge and 6 cases currently pending.

Regarding 2014 Assessment Notice, Assessing Director Thelen states these notices will be mailed February 21 and are processed by Centron Data Services. Taxpayers will receive notices 14 days prior to the Board of Review. Personal property notices are printed in-house, mailed February 26, 2014 by Aldinger, Inc. The Township is in its second year of its five year contract with Grand Ledge. There were 91 building permits reviewed, 268 various deeds processed and 126 Transfer Affidavits processed.

#### 2014 Board of Review

Appeal sessions are by appointment only, scheduled in 15 minute increments

#### Delta Township

Organizational Meeting (no appeals): Tuesday, March 4, 8am

Appeal Sessions: Monday, March 11, 9am – 5pm Tuesday, March 12, 1pm– 9pm

Wednesday, March 13, 9am – 5pm

#### City of Grand Ledge

Organizational Meeting (no appeals): Tuesday, March 11, 9am

Appeal Sessions: Tuesday, March 25, 9am – 5pm

Wednesday, March 27, 1pm – 9pm

Trustee Fedewa stated that there has been discussion regarding reimbursement to local units of government to recoup the loss of revenue and setting up a special assessment district for services such as Fire. Trustee Fedewa stated that he understands this likely won't occur because it is on such flimsy legal ground. Assessing Director Thelen agreed. Finance Director Anderson stated that the formula for the special assessment is so complex that the State Treasury department doesn't have a clear understanding of it and believes that it will be revised in some way.

Supervisor Fletcher stated that he has attended the MTL Board of Review Training – a requirement in order for the Township to be considered for a Township of Excellence Award. Supervisor Fletcher states that he learned a lot about it and was impressed and asked if the Township requires its Board of Review to attend this training. Assessing Director Thelen states that the Board of Review was at the training at the advanced session. Supervisor Fletcher stated that perhaps that training should be mandatory for new Board of Review members and Assessing Director Thelen agreed.

Trustee Kosinski asked what the status of the Townships application for the Township of Excellence award was. Manager Watkins stated there were several sections that were approved, however there were some deficiencies that are being worked on.

**11. Clerk's Office Department Report, Mary Clark**

Clerk Clark stated there was a change within the Clerk's office in 2013. Still in the office are Tracy Ruiz the Deputy Clerk who is coming up on her 36<sup>th</sup> anniversary of employment with the Township. Anne Swink who has been with the Township for 34 years and Heather Bouck who had been in the Clerk's office for approximately 8 years moved to the Assessing department. There was a new hire in June 2013, Kerri Trezise and that additional allowed some shifting of job responsibilities and has worked out well for our department.

Clerk Clark stated that much of the data provided is data that the Clerk's office is required to maintain. During 2013 there was only one school election for which only 12.2% voter turnout of the eligible voters in the Township. Clerk Clark states that all costs (except for the Clerk's salary and regular Clerk office time) are reimbursed by the school district. The following table shows yearly comparisons of election data.

ELECTIONS				
	2010	2011	2012	2013
Elections Conducted	2	1	4	1
New Voter Registration	6,317	6,062	7,003	5,260
Changes Processed		3,279	4,644	3,198
Cancellations		2,783	2,359	2,422
Absentee Voter Ballots Issued	7,509	3,670	14,122	1,385
Registered Voters	23,952	23,768	24,572	(WCS) 11,371 (Delta) 24,751
Election Chairman & Inspector Classes	28	5	62	8
Total Voters All Elections	24,042	4,166	30,644	1,768
Election Inspector Costs	\$47,119.25	\$12,092.50	\$95,631.00	\$9,380.75
Election Inspector Cost Per Election				
Presidential Primary			\$24,321.25	
School		\$12,092.50	\$5,685.75	\$9,380.75
Primary	\$20,433.00		\$25,536.50	
General	\$26,686.25		\$40,087.50	

- 2013 Year End Audit of QVF to Master Card File
- Benchmarking Data

Clerk Clark stated that a 2013 goal was to cross train in the BS&A program and all 4 staff members in the Clerk's office went through that training. An annual comparison of data for cemeteries is provided below:

CEMETERY				
	2010	2011	2012	2013
Burials	77	74	54	85
Earthen Plots Sold	61	66	64	39
Cremain Plots Sold	12	8	8	18
Columbarium Plots Sold	0	6	2	0
Total Plots Sold	73	79	74	57

2013 Cemetery Audit

- Status
- Timeline for Completion



Use of this software brought about the need for a cemetery audit in conjunction with the results for the vehicle audit – which revealed some information that needed to be changed. Clerk Clark stated that when the cemetery audit was initiated the timeline was estimated at a couple of months. Clerk Clark stated that the project is currently in its fifth month and will be tabled until January 2015 and anticipate completion by the end of 2015.

Clerk Clark stated that a major issue revealed has to transferring of plots and the fact that each transfer initiated a new deed number with no tracking between. This practice has been changed, the deed number will remain the same, easing tracking of the deed from person to person.

Clerk Clark stated the second issue identified is that a significant amount of deed data in terms of paper, is missing. This means the verification of ownership or occupancy for some plots is missing. This data is being entered into BS&A as coded data and mapped or cross referenced to a binder in the vault, which will identify certain problems with history transactions.

Clerk Clark stated there are also about 6 plots that will need to be probed in the Spring to verify occupancy. There are also approximately 25 babies from the late 1800's to early 1900's that are not named or are missing lot/plot information on the burial rights certificate.

Clerk Clark stated that the following information is required benchmarking data.

	2010	2011	2012	2013
Number of Meetings	32	35	34	35
Number of Resolutions	192	187	177	191
Code/Zoning Ordinance Amendments	19	14	15	9

Clerk Clark stated that Passports continued to grow and the decision was made for 2014 to offer three extended evening hour passport drives rather than the passport Saturdays as in the past. During the August pre-election Saturday, staff felt due to the small size of the election, passports could be accommodated that day as well. Clerk Clark stated that the department had to purchase a new camera and printer toward the end of 2013 – which we also use for vending ID badges. As a Passport Acceptance Facility, we are required by the U.S. Department of State to have an official camera and printer.

The table below is provided for benchmarking data. Clerk Clark stated through training that she attended in 2012 that she learned the costs associated to send a passport expedited to the US Department of State can be charged to the requestor or the applicant. These fees were not previously being collected.

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	2010	2011	2012	2013
Total Fees Collected	\$15,501.00	\$66,866.24	\$71,828.41	\$78,125.80
Passport Fees to USDS	\$11,920.00	\$53,281.24	\$56,553.16	\$59,229.78
Passport Fees to Delta	\$2,825.00	\$9,517.00	\$10,075.00	\$13,194.00
Number of Passport Photos	63	339	373	418
Minor Passports	17	88	99	119
Adult Passports	96	426	419	419
Expedited Postage Fees to Delta			\$124.25	\$686.02

Clerk Clark stated that the number of license issued is fairly consistent with prior years. Clerk Clark noted that in review of Ordinances, found there is an MCL that requires a business going out of business to register with the local Clerk, in part as a customer safety measure in the sense that the business performs an inventory at the start of the going out of business sale and submit to the Clerk's Office. This prevents the business from running the sale with product never previously on site, continuously luring customers in. Clerk Clark stated that of the 7 Vendor licenses issued in 2013, 3 were firework tents, 1 was a food tent, and 3 were door-to-door.

	2010	2011	2012	2013
Vendor	5	5	6	7
Fireworks	1	1	1	1
Amusement/Entertainment	1	1	1	1
Going Out of Business	0	0	0	2

Clerk Clark states that the Township sells EATRAN tokens as a courtesy to the Township residents and the majority sold are student tokens, the second largest are seniors/handicap tokens.

Clerk Clark stated that other things the Clerk's Office did in 2013 were the office remodel which opened up the office. Record scanning is completed (records found at the end of 2012 that had not been scanned). The vehicle audit and the cross training on the BS&A Cemetery program.

Clerk Clark stated that in 2014 there will be three elections, Grand Ledge Schools in May, the Primary in August and the Gubernatorial in November which will take much of all of the department staff time during 2014. Clerk Clark stated that in addition the Township has contracted with the County Clerk's office to administer all election training for all election workers in the county. These sessions will be taught by Tracy Ruiz and Clerk Clark in Charlotte and is a true cost reimbursement to the Township. Clerk Clark explained that if a jurisdiction has less than 10,000 voters that the jurisdiction cannot administer its own training. No other jurisdiction other than Delta Township in the county can do their own training. Clerk Clark stated that in order to continue as trainers she and Ms. Ruiz will need to be re-

certified and that training will be in Kalamazoo within the next couple of weeks.

Clerk Clark also noted that the legislature passed a law late in 2013 that Clerk's must be recertified on a biannual basis with no parameters surrounding those requirements. Clerk Clark stated that she requires all staff in the department to be certified and re-certification will be in 2015. The Bureau of Elections is working on rolling out the training and will attempt to provide it in an e-learning environment.

Trustee Hicks asked the rationale behind the reimbursement of true cost for the training sessions. Clerk Clark stated that partly in the interest of regionalism as well as the appearance of doing it for profit. Additionally, Clerk Clark noted that she believes that the Township election workers are extremely well trained. Manager Watkins stated it is a fully loaded true cost.

Clerk Clark provided a list below of the statutory duties of Clerk:

- Custody of all Township records
- Records/maintains meeting minutes
- Publishes meeting minutes
- Keeps Oath of Office Book
- Responsible for all meeting notices
- Keeps/maintains all voter registration files
- Conducts elections – federal, state, local, county & school
- Keeps/maintains Ordinances and legal publications
- Prepares warrants for all Township checks – 1 of 3 approving invoices for payment and cosigns checks with Treasurer
- Appoints a Deputy Clerk
- Other – prepares financial statements, delivers tax certificates to county clerk

Additional functions of the Clerk's Office are below:

- Zoning Board of Appeals and Planning Commission meeting minute preparation
- Maintains all cemetery records
- Collects and maintains historical documents both legal and otherwise for the Township
- Serves as Township switchboard
- EATRAN token sale site
- Maintains Township vehicle records
- Maintains recycling grant data, prepares grant reports and the monthly newsletter
- Review and accept Passport applications

- Maintain postage meter and prepare monthly reporting to the Accounting department
- Process incoming mail for all Township departments
- Establish Street Lighting Districts
- Commission and Board Seats – track seats and applications
- Public Awareness – magazine articles, website and new resident pamphlet
- School and community Education
- Licenses – vendor, entertainment, amusement and going out of business
- Notary Public services

Treasurer Pizzo asked about the abbreviation of WCS in the Elections data presented, Clerk Clark stated Waverly Community Schools.

## **12. RFP for Rezoning**

Trustee Fedewa stated that he forwarded a copy of the RFP today and that normally it is not the Board's duty to review RFP's. Trustee Fedewa stated he wanted to review the RFP due to the recent discussion regarding the Saginaw corridor and that it is one of the highest priorities of the Township's Strategic goals. Trustee Fedewa noted the multiple discussions held prior regarding the Saginaw corridor and the Board's uncertainty of the tools available to further take action of any kind in regard to the Saginaw corridor and the Board's belief that it would be manifested in the RFP to go along side with the administrative need of updating and modernizing the Township ordinances. Trustee Fedewa stated he believes this is represented well in the RFP.

Trustee Fedewa stated he believed the other component of the RFP was to request inclusion of an assessment, review or recommendations of various zoning tools in relation to the Saginaw corridor, as well as specific zoning strategies such as zone based, setback requirements, cluster redevelopment zones. Trustee Fedewa stated he did not see these types of requests contained in the RFP. Trustee Fedewa asked Manager Watkins if he believed the RFP was for the dual purpose as he just described.

Manager Watkins stated that his understanding of what the Board wants to see is to review the zoning ordinance and modernize it with any new tools. That it is his intent to make this process as valuable as possible to meet the Board's concerns about the Saginaw corridor and believes the RFP does that. Manager Watkins also stated his belief that further discussions with the consultants once the Township receives the RFP's back will certainly show that.

Clerk Clark stated that she agrees with Manager Watkins and believes the RFP is pretty broad as it should be so as not to provide a preconceived solution. Clerk Clark stated that part of the process is to explore what all there is available without

controlling the outcome.

Trustee Fedewa stated he believes that the Township will receive exactly what is requested in the RFP and nothing more.

Manager Watkins stated his intent regarding the zoning ordinance is not to simply regurgitate the current zoning ordinance but to take a solid look at rewriting it.

Trustee Kosinski stated he agrees the zoning process is only one of multiple things that are going to need to happen on the Saginaw corridor. Trustee Kosinski stated that perhaps it should be explicit within the RFP that before any zoning ordinance is changed that it be should incorporate the department's already identified strategic goals and other planning documents.

Clerk Clark stated that multiple conversations, meetings and analysis have led up to this RFP for which responses are due March 3, 2014 and reiterated that she is comfortable with the contents of the RFP and the excellent Planning Department that moves the Township in the direction desired.

**XVII. PUBLIC COMMENTS – None**

**XVIII. ADJOURNMENT**

Supervisor Fletcher adjourned the meeting at 7:45 p.m.

CHARTER TOWNSHIP OF DELTA

KENNETH FLETCHER, SUPERVISOR

MARY CLARK, CLERK

/kit  
M:\Regular Board Meeting\BD\MIN\February 17, 2014  
Minutes Approved:

# MEMO

TO: Township Board  
Delta Charter Township

FROM: Gary Bozek, Assistant Director  
Community Development Department

DATE: February 26, 2014

SUBJECT: Final Consideration of Lovell Institutional Use Special Land Use Permit Request in Case No. 1-14-3.

The Township is in receipt of a Special Land Use Permit request filed by Ms. Hope Lovell for an institutional use in order to operate a facility providing licensed adult foster care, an adult day care, assisted living, and rehabilitative services in the existing institutional buildings located at 1020 & 1038 Eastbury Drive. The 2.85 acre subject parcel is generally located on the south side of Eastbury Drive, approximately 300 feet east of Delta Commerce Drive, in Section 10 of the Township.

The Planning Commission held the required public hearing on February 24, 2014 regarding this request, and in a unanimous 7-0 vote (Lathrop & Laforet absent), recommended approval of the Special Land Use Permit.

Please find attached to this memo the following documents pertaining to this case:

- ✓ The Summary Record of the February 24, 2014 Planning Commission Public Hearing (Case No. 1-14-3).
- ✓ The Planning Department's Staff Report dated February 18, 2014.
- ✓ Supporting documentation, aerial map, correspondence, site plan, etc.

## RECOMMENDED MOTION:

The following motion, based on the Planning Commission's recommendation subsequent to the February 14, 2014 public hearing on this case, is offered for the Board's consideration:

"I move that the Delta Township Board approve the Special Land Use Permit requested for the property described in Case No. 1-14-3 for an institutional use in order to establish and operate a facility providing licensed adult foster care, adult day care, assisted living, and rehabilitative services on the subject parcel. The Commission finds that the proposed use meets the Special Land Use Permit criteria specified in Section 18.4.0 of the Delta Township Zoning Ordinance as follows:

1. The proposed use is compatible with the residential goals and policies of the Delta Township Comprehensive Plan.
2. The proposed use is compatible with the various commercial, institutional, and multiple family residential land uses already established in the general vicinity of the subject parcel.
3. Public road, water, sanitary sewer & storm drainage systems, and emergency services are in place and adequate to serve the proposed development.
4. The use will not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, smoke, odors, or other such nuisance.

Approval of the Special Land Use Permit in this case is subject to the following stipulations:

1. Parking shall be provided on the site at a rate of one (1) parking space for each two (2) beds, plus one space for each employee in the largest working shift. Should the facility be converted to another use, the required parking shall be re-determined based on the new use.
2. Failure of the applicant to comply with any of the provisions required by the Delta Township Zoning Ordinance, or any stipulations required by the Delta Township Board in granting the Special Land Use Permit, shall constitute grounds for termination of the Special Land Use Permit by the Delta Township Board.”

**Summary Record of Public Hearing for Case No. 1-14-3, Special Land Use Permit Request for an institutional use for supportive housing for the disabled and adult foster care at 1020 & 1038 Eastbury Drive, Lansing, Michigan 48917.**

Members in attendance: Schweitzer, Cascarilla, Gabriel, MacLaren, McConnell, Mudry, and Ruswinckel.

Members absent: Lathrop and Laforet.

Assistant Community Development Director Gary Bozek informed the Commission that the Special Land Use Permit request would change the services Lovejoy Rehabilitation Services offered from their existing institutional facility located on the subject parcel. He noted that in March of 2011, the Township Board approved a special land use permit for rehabilitation services for the disabled in the two 6,800 square foot buildings that were originally constructed for the Nottingham Place senior assisted living facility in 1994. Mr. Bozek reviewed the adjacent land uses and the fact that the applicant would like to offer additional services such as adult foster care, an adult day care, and assisted living and rehabilitative services. Mr. Bozek stated that the staff report provided a detailed description of the project and that hours of operation would be from 8:00 a.m. to 7:00 p.m. Monday through Friday each week. He indicated that there would be 24 full-time residents and 10 staff in the largest working shift. Mr. Bozek noted that there were no changes proposed for the exterior of the buildings and that the number of parking spaces that were being provided was adequate to accommodate the additional services. He noted that traffic generation from the proposed use was similar to what an assisted living facility could be expected to generate. Mr. Bozek noted that based on the proposed 24 beds, the use could be expected to generate 66 vehicle trips per day which could be compared to seven typical single family detached homes with a density of 2.5 dwelling units per acre.

Ms. Gabriel inquired about the fees charged by the facility that were provided in the applicant's response to staff's questionnaire.

Hope Lovell, 4601 W. Saginaw Highway, noted that those figures were the cost of care and not the cost of a room.

Mr. McConnell inquired about the rationale for changing the operation of her facility.

Ms. Lovell said during her conversations with the Tri-County Office of Aging, she had learned of a need for 24-hour licensed care in a setting that offered barrier free bathrooms. Ms. Lovell noted that she was in the process of obtaining licensing to provide 24-hour care which she currently didn't provide. However, she didn't want to displace some of her clients that were higher functioning individuals that didn't need 24-hour care which was why those individuals would be moved to the northernmost building on the site.

Mr. McConnell inquired about the type of disabilities that were served in Ms. Lovell's program.

Ms. Lovell said the typical disabilities that she handled included medically fragile, early stages of



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PAGE 2**

dementia, stroke victims, and traumatic brain injuries.

Ms. Gabriel inquired about the relevant Zoning Ordinance regulations and the fact that there were three different zoning classifications on the subject parcel.

Mr. Bozek noted that staff could look at unifying the zoning on the site when the Township drafted their new Zoning Ordinance, but just a small portion north of the site was actually zoned RD and Commercial. He said predominate zoning on the subject parcel was office. Mr. Bozek pointed out that the zoning really didn't factor into the Special Land Use Permit request because institutional uses were allowed in all three zoning classifications.

Mr. MacLaren noted that Ms. Lovell operated several other facilities in the State and he questioned whether any of them were patterned after what had been proposed this evening.

Ms. Lovell said a few of her other locations were similar and that she had a few six bed AFC facilities that served the mentally ill and another facility that served individuals with autism. Ms. Lovell said she also had a semi-independent property in the Detroit area that served similar medically fragile individuals. Ms. Lovell noted that the subject parcel was a larger property which enabled her to combine some of her different program elements on the same site.

Mr. MacLaren noted that Ms. Lovell wasn't doing anything new or different for her firm and that the proposed use was providing services that she was familiar with.

Ms. Lovell said that was correct.

Mr. Schweitzer asked if there was anyone in the audience who would like to speak on this request.

There was no one.

**MOTION BY MUDRY, SECONDED BY GABRIEL, THAT THE PUBLIC HEARING BE CLOSED. VOICE VOTE. CARRIED 7-0.**

**MOTION BY MCCONNELL, SECONDED BY GABRIEL, THAT THE DELTA TOWNSHIP PLANNING COMMISSION RECOMMEND TO THE DELTA TOWNSHIP BOARD APPROVAL OF THE SPECIAL LAND USE PERMIT REQUESTED FOR THE PROPERTY DESCRIBED IN CASE NO. 1-14-3 FOR AN INSTITUTIONAL USE IN ORDER TO ESTABLISH AND OPERATE A FACILITY PROVIDING LICENSED ADULT FOSTER CARE, ADULT DAY CARE, ASSISTED LIVING, AND REHABILITATIVE SERVICES ON THE SUBJECT PARCEL. THE COMMISSION FINDS THAT THE PROPOSED USE MEETS THE SPECIAL LAND USE PERMIT**

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PAGE 3**

**CRITERIA SPECIFIED IN SECTION 18.4.0 OF THE DELTA TOWNSHIP ZONING ORDINANCE AS FOLLOWS:**

- 1. THE PROPOSED USE IS COMPATIBLE WITH THE RESIDENTIAL GOALS AND POLICIES OF THE DELTA TOWNSHIP COMPREHENSIVE PLAN.**
- 2. THE PROPOSED USE IS COMPATIBLE WITH THE VARIOUS COMMERCIAL, INSTITUTIONAL, AND MULTIPLE FAMILY RESIDENTIAL LAND USES ALREADY ESTABLISHED IN THE GENERAL VICINITY OF THE SUBJECT PARCEL.**
- 3. PUBLIC ROAD, WATER, SANITARY SEWER AND STORM DRAINAGE SYSTEMS, AND EMERGENCY SERVICES ARE IN PLACE AND ADEQUATE TO SERVE THE PROPOSED DEVELOPMENT.**
- 4. THE USE WILL NOT INVOLVE USES, ACTIVITIES, PROCESSES, MATERIALS, AND EQUIPMENT OR CONDITIONS OF OPERATION THAT WILL BE DETRIMENTAL TO THE NATURAL ENVIRONMENT, PUBLIC HEALTH, SAFETY, OR WELFARE BY REASON OF EXCESSIVE PRODUCTION OF TRAFFIC, NOISE, SMOKE, ODORS, OR OTHER SUCH NUISANCE.**

**APPROVAL OF THE SPECIAL LAND USE PERMIT IN THIS CASE IS SUBJECT TO THE FOLLOWING STIPULATION:**

- 1. PARKING SHALL BE PROVIDED ON THE SITE AT A RATE OF ONE (1) PARKING SPACE FOR EACH TWO (2) BEDS, PLUS ONE SPACE FOR EACH EMPLOYEE IN THE LARGEST WORKING SHIFT. SHOULD THE FACILITY BE CONVERTED TO ANOTHER USE, THE REQUIRED PARKING SHALL BE RE-DETERMINED BASED ON THE NEW USE.**
- 2. FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE ZONING ORDINANCE, OR ANY STIPULATIONS REQUIRED BY THE DELTA TOWNSHIP BOARD IN GRANTING THE SPECIAL LAND USE PERMIT, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THIS PERMIT BY THE TOWNSHIP BOARD.**

**ROLL CALL VOTE. CARRIED 7-0.**

Respectfully submitted,

**SUMMARY RECORD OF PUBLIC HEARING  
CASE NO. 1-14-3  
FEBRUARY 24, 2014  
PAGE 4**

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Andrea Cascarilla, Acting Secretary

Minutes prepared by Anne Swink

DELTA CHARTER TOWNSHIP COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION STAFF REPORT

PREPARED BY: Gary Bozek

CASE NUMBER: 1-14-3

DATE: February 18, 2014

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**GENERAL INFORMATION**

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APPLICANT: Ms. Hope M. Lovell (for BluStar Development, LLC)  
4601 West Saginaw Highway, Suite K  
Lansing, Michigan 48917

APPLICANT'S STATUS: Owner

REQUESTED ACTION: Special Land Use Permit request for an institutional use in order to establish and operate a facility providing licensed adult foster care, an adult day care, assisted living, and rehabilitative services on the subject parcel.

EXISTING ZONING: O, Office, RD, Medium Density Residential, B2, Community Commercial

GENERAL LOCATION: 1020 & 1038 Eastbury Drive, being on the south side of Eastbury Drive, approximately 300 feet east of Delta Commerce Drive, in Section 10 of Delta Township.

PARCEL SIZE: 2.85 acres, with 185 feet of frontage on Eastbury Drive.

EXISTING LAND USE: Two Institutional Use Buildings

ADJACENT LAND USES: N Runaway Bay Apartments/Westridge Condominiums  
E Michigan Commercial Insurance Mutual Office Building  
W Residence Inn Hotel  
S Tendercare Nursing Home

ZONING ON  
ADJOINING PARCELS: N RD, Medium Density Residential  
E O, Office  
W B2, Community Commercial  
S O, Office

## PROJECT DESCRIPTION:

This Special Land Use Permit application is being requested to change the services Lovejoy Rehabilitation Services wishes to offer out of the existing institutional facility located on the subject parcel. Currently the facility is operating under an institutional use Special Land Use Permit approved by the Township Board on March 7, 2011 authorizing the provision of rehabilitative services for the disabled. The applicant now wishes to offer additional services such as adult foster care, adult day care, and assisted living along with the rehabilitative services. No expansions of the existing buildings on the site are proposed.

There are two 6,800 square foot buildings on the site. The buildings were originally constructed for the Nottingham Place senior assisted living facility in 1994. Attached is an April 2010 aerial map depicting the site and a copy of the original Nottingham Place site plan. A lot split approved by the Township Board in Case No. LS-00-6 (September 18, 2000) altered the property boundaries of the site. The current boundary lines are illustrated in red on the site plan drawing.

Attached please find an email from the applicant dated February 4, 2014 in response to an inquiry from staff regarding the proposed operation. Please refer to Ms. Lovell's email for a detailed description of the proposed services to be offered, which are briefly summarized as follows:

The project will offer 16 beds of intensive residential care at 1038 Eastbury Drive, which is the northernmost building on the subject parcel; and 8 beds of semi-independent care for individuals who are more independent, and adult day care services at 1020 Eastbury Drive, which is the southernmost building on the site. 1038 Eastbury Drive will be licensed by the State of Michigan's Bureau of Child and Adult Licensing as a Large Adult Foster Care (AFC) Facility. The unlicensed beds will be considered semi-independent living. The AFC building (1038) will serve the medically fragile, elderly, and traumatically brain injured. The other building (1020) will include 8 supportive housing beds which will serve moderately disabled individuals between the ages of 18 – 70. Also, the 1020 building will include an structured adult day care program which will be open between the hours of 8:00 a.m. and 7:00 p.m. Monday through Friday each week. There will be 24 full-time residents and there will be 10 staff in the largest working shift.

## SIGNIFICANT ELEMENTS OF THE COMPREHENSIVE PLAN:

The Future Land Use Map within the 2013 Delta Township Comprehensive Plan recommends that the subject parcel be developed for office uses. Institutional uses are allowed in all of the Township's zoning districts except for the industrial zones. Thus, a specific recommendation for institutional uses on the subject parcels is not necessary in order for the proposed use to be considered compatible with the Plan's recommended land use pattern.

#### RELEVANT ZONING ORDINANCE REGULATIONS:

The site lies within three different zoning districts. The north  $\pm 100$  feet of the site consists of portions of Lots 7 and 8 of the Delta Commerce Park Subdivision, which are zoned RD, Medium Density Residential, and B2, Community Commercial (approximately 0.2 acres). The balance of the site to the south, on which the existing buildings are situated, is a 2.65 acres metes and bounds parcel that is zoned O, Office. Chapters 11, 13, and 15 of the Delta Township Zoning Ordinance contain the land use regulations pertaining to the RD, O, and B2 zoning districts, respectively. The Zoning Ordinance permits public and semi-public institutional uses to be established within the RD, O, and B2 zoning districts with a Special Land Use Permit as per Sections 11.3.0 B. and 13.3.0 C., and 15.3.0 M., respectively. Section 18.16.0 A. contains the applicable institutional use site development standards, and Section 18.4.0 contains the criteria that must be evaluated in considering Special Land Use Permit requests.

#### ZONING HISTORY:

- |                   |   |
|-------------------|---|
| March 16, 1970:   | A new Township Zoning Ordinance and Map were adopted and the subject parcel was zoned A, Residential Single Family.   |
| Sept. 13, 1974:   | A new Township Zoning Ordinance and Map were adopted and the subject parcel was zoned O, Office.  |
| April 7, 1986:    | The portion of the site identified as Lot 7 of the Delta Commerce Park Subdivision was rezoned to R4, Medium Density Residential, as part of the Runaway Bay Apartments and Westridge Condominium projects. The land area encompassed by Lot 7 was never used as part of the abovementioned developments. |
| Dec. 14, 1990:    | The 1990 Zoning Ordinance became effective and the subject parcel was placed in the RD, Medium Density Residential, and O, Office, zoning classifications.  |
| January 10, 1994: | A Special Land Use Permit was granted in Case No. 12-93-96 specifically for the establishment of a Group Home for the Elderly (Nottingham Place).   |

- Sept. 18, 2000: A lot split was approved in Case No. LS-00-6 that resulted in a portion of Lot 7 of the Delta Commerce Park Subdivision being transferred from Nottingham Place to the MCIM property to the east; and a portion of Lot 8 of Delta Commerce Park being transferred to Nottingham Place. The portion of Lot 8 added to Nottingham Place is zoned B2, Community Commercial.
- March 7, 2011: A Special Land Use Permit was granted in Case No. 2-11-1 for the establishment of rehabilitative services facility.

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## TECHNICAL INFORMATION

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### PUBLIC UTILITIES:

The site and existing building is fully served by public water, sanitary sewers, and storm drains. There are two on-site fire hydrants and both buildings are sprinklered for fire protection.

### PHYSICAL SITE CHARACTERISTICS:

The site is fully developed with two 6,800 square foot buildings with the associated required parking and landscaping. No modifications to the site or exterior of the buildings are proposed as part of the establishment of the new uses within these buildings.

### STREETS AND TRAFFIC:

Eastbury Drive is classified as a local street in the Comprehensive Plan and provides the only public access to the site. There is a gated emergency vehicles only access point provided at the south end of the site across the Tendercare property. There are no traffic counts available for Eastbury Drive.

### TRIP GENERATION:

The proposed use, while not identical, closely resembles an assisted living facility. According to the 7th edition of Trip Generation, published in 2003 by the Institute of Transportation Engineers, an assisted living facility can be expected to generate an average of 2.74 vehicle trips per bed per day (Vol. 2, Table 254, page 480). Based on the proposed 24 beds, the use could be expected to generate 66 vehicle trips per day. As a comparison,

the typical single family detached home generates an average of 9.57 vehicle trips per day. Thus, the development can be expected to generate a volume equivalent to that of 7 single family detached homes.

#### INSTITUTIONAL USE SITE DEVELOPMENT REQUIREMENTS:

Section 18.6.0 A. and Schedule C of the Zoning Ordinance contain the specific development requirements applicable to the proposed facility. The site was developed in accordance with these standards when it was constructed in 1994, as illustrated below:

Institutional Use Development Standards		Minimum Required	Existing
Principal Building Setbacks	Front	50'	169'
	Sides	40'	40'
	Rear	40'	40'
Parking Lot Minimum Front Yard Setback		35'	200'

#### PARKING REQUIREMENTS:

There is not a specific parking requirement listed in the Zoning Ordinance for this type of use. When a standard is lacking, Section 22.7.0 G. of the Zoning Ordinance states that the Zoning Administrator shall make a determination based on similar uses. A standard of one parking space for each two beds, plus one space for each employee in the largest working shift has been established by the Zoning Administrator for these types of uses in the past. The proposed use will have a total of 24 beds and 10 employees in the largest shift, which would require 22 parking spaces to be provided. There are currently 44 parking spaces on the site.

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#### STAFF ANALYSIS

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**Section 18.4.0 of the Delta Township Zoning Ordinance establishes general standards for the Planning Commission to consider when evaluating Special Land Use Permit requests. These criteria are reviewed as follows:**

- 1. Be compatible with the Goals, Objectives, and Policies of the Comprehensive Plan and the intent of the Zoning Ordinance.**



The proposed use would be consistent with the Comprehensive Plan goal of facilitating residential development that will fulfill the needs of the various population segments in the Township.

The Zoning Ordinance permits institutional uses in the RD, Medium Density Residential, O, Office, and B2, Community Commercial, zoning districts with a Special Land Use Permit.

**2. Be compatible with the existing or intended character of the general vicinity.**

The predominant development pattern in the vicinity of the subject parcel consists of a mixture of medium density residential, office, institutional, and commercial land uses. The requested use would be compatible with the surrounding existing uses.

**3. Be adequately served by public utilities and services.**

The subject parcel can be adequately served by existing roads and utility systems without placing an undue burden on these systems. Township police and fire stations are located within one mile of the subject parcel.

**4. Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, smoke, odors, or other such nuisance.**

The activities proposed on the site will not involve the production of excessive traffic, noise, smoke, odors, or any other nuisances, nor will they have a detrimental impact on the natural environment.

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## **STAFF RECOMMENDATIONS**

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Staff offers the following motion for the Planning Commission's consideration:

"I move that the Delta Township Planning Commission recommend to the Delta Township Board approval of the Special Land Use Permit requested for the property described in Case No. 1-14-3 for an institutional use in order to establish and operate a facility providing licensed adult foster care, adult day care, assisted living, and rehabilitative services on the subject parcel. The Commission finds that the proposed use meets the Special Land Use Permit criteria specified in Section 18.4.0 of the Delta Township Zoning Ordinance as follows:

1. The proposed use is compatible with the residential goals and policies of the Delta Township Comprehensive Plan.
2. The proposed use is compatible with the various commercial, institutional, and multiple family residential land uses already established in the general vicinity of the subject parcel.
3. Public road, water, sanitary sewer & storm drainage systems, and emergency services are in place and adequate to serve the proposed development.
4. The use will not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, smoke, odors, or other such nuisance.

Approval of the Special Land Use Permit in this case is subject to the following stipulations:

1. Parking shall be provided on the site at a rate of one (1) parking space for each two (2) beds, plus one space for each employee in the largest working shift. Should the facility be converted to another use, the required parking shall be re-determined based on the new use.
2. Failure of the applicant to comply with any of the provisions required by the Delta Township Zoning Ordinance, or any stipulations required by the Delta Township Board in granting the Special Land Use Permit, shall constitute grounds for termination of the Special Land Use Permit by the Delta Township Board.”

/gb

Attachments

K:\PLANNING\GARY BOZEK\RPT\SLU\LOVELL SLUP REPORT #2.DOCX

## Gary Bozek

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**From:** Hope Lovell [mailto:hlovell@lovejoysnc.org]  
**Sent:** Tuesday, February 04, 2014 3:45 PM  
**To:** 'Hope Morton'; Gary Bozek  
**Subject:** RE: 1020-1038 Eastbury Drive SLUP Inquiry

Gary, my answers to your questions are below. If you have any additional questions as it relates to my answers and this application. Please feel free to either email me at either email address or call me at 517-803-3655.

Regards,

Hope Lovell

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**From:** Hope Morton [mailto:mortonho@yahoo.com]  
**Sent:** Thursday, January 30, 2014 11:48 AM  
**To:** hlovell@lovejoysnc.org  
**Subject:** Fw: 1020-1038 Eastbury Drive SLUP Inquiry

On Wednesday, January 29, 2014 5:08 PM, Gary Bozek <GBozek@deltami.gov> wrote:

Ms. Lovell,

Today you filed your Special Land Use Permit Application for the facility located at 1020/1038 Eastbury Drive in Delta Township. In your application you indicate that you plan on operating a group home for the disabled, supportive housing for the disabled, and an adult day care. In our conversations you have indicated that you will be seeking licensing from the State of Michigan.

In order to provide a complete picture of the proposed operation to my Planning Commissioner's and Township Board I would appreciate it if you would respond to the following questions as pertains to your new proposed use(s). They are essentially the same in nature as were asked in 2011:

1. In 2011 you were issued a Special Land Use Permit (SLUP) in order to provide rehabilitative services for the disabled. Was this use ever established on the premises? If so, how long did it operate and is it still in operation? If not, would you please tell us why you chose not to proceed with your previous plans. ***Yes, we began to offer supportive housing services or semi-independent residential care in July 2011. We currently have 16 beds offering this level of care. The proposed plan under the new SLUP will include 8 bed of supportive housing and 16 beds of AFC licensed care.***
2. What are the services that you are you now proposing to offer on the premises? Please provide as complete a description as you are able. ***The project will offer 16 beds of intensive residential care (AFC licensed beds) at 1038 Eastbury, and 8 beds of semi-independent care for individuals who are more independent, and adult day care services at 1020 Eastbury Dr.***

3. What services will require licensure by the State of Michigan and what exact license(s) will you be seeking? **1038 Eastbury (which includes 16 rooms) will be licensed by the Bureau of Child and Adult Licensing as a Large Adult Foster Care facility.**
4. Will this be considered “assisted living” or “adult foster care” by the State of Michigan? **The licensed beds will be considered Adult Foster Care. The unlicensed beds will be considered semi-independent living.**
5. Will the same services be offered in both buildings? If not, please tell us how the services will be different in each of the two buildings. **One building will be licensed as a Large AFC (1038) and will provide 16 licensed beds serving the medically fragile, elderly, and traumatically brain injured. The other building (1020) will include 8 supportive housing beds which will serve moderately disabled individuals between the ages of 18 – 70. Also this building will include an structured adult day program which will be open between 8am – 7pm Monday thru Friday.**
6. Will any modifications be made to the buildings? **Very minimal modifications will be made. The most extensive modifications may include opening 2 non-load bearing walls to expand the size of a room. Otherwise, there is only a need for painting, new carpet, new toilets, and exterior work.**
7. How many full-time residents will live on the premises (i.e., beds)? **24**
8. How many employees will be on the site in the largest working shift? **10**
9. Will both buildings be staffed 24 hours per day? **No only the licensed building (1038 Eastbury)**
10. Will you have clients that are only present on-site during the day and actually live elsewhere? If so, how many such clients do you anticipate to serve? **Approximately 20 non-residents. The adult day program will be available to serve both residents and non-residents.**
11. Will you provide transportation services for your residents? **LoveJoy Rehab Centers will provide transportation to residents and non-residents who will attend the adult day program.**
12. Will your residents be able to leave the facility unattended anytime they wish? **Yes, however, some physically may not be able to leave independently. Residents leaving independently will be asked to sign out.**
13. Will there be medical personnel on-site? **There will be a RN and a LPN on site.**
14. Will there be specified visiting hours for family and friends? If so, what will these be? **Visiting hours for family and friends of residents of the licensed building are from 10am to 8pm.**
15. Do you have other similar facilities in operation? If so, where are they located, how large are the buildings and sites, how many beds/units do they contain, how long have they been in operation, and do they provide identical or different additional services as proposed for the Delta Township site? **LoveJoy Rehab Centers operates 4 other facilities including a 5 bed AFC home on the Westside**

*of Lansing, MI (est. 2007), a 6 bed AFC home in Livonia MI (est. 2008), and a 6 bed AFC home in Detroit, MI (est. 2004) and a 5 bed supportive home program in Detroit, MI (est. 2009). These homes provide similar services related to those being proposed at Eastbury Supportive Living Center.*

16. Is yours a non-profit or for-profit entity? ***LoveJoy Rehabilitation Centers is a non profit, 501c3 corporation.***
17. Are rents and services eligible to be paid for by medical insurance, Medicare and/or Medicaid? ***All of the above. Residential services are primarily paid for by Medicaid Waiver, Workers Comp, Auto-No Fault insurance, Long term care insurance, and private pay. Adult day care services are paid by funds from the Older Adults Act, Medicaid Waiver, Medicare, and private pay.***
18. What are the typical rents/fees charged? ***Rents range from \$600 - \$700 a month for residents and for adult day care space the rental range is \$10 - \$15 per square foot.***
19. Do you receive Federal or State aid/grants? ***No***

Please feel free to include any additional information that you believe would be helpful to the Planning Commission and Township Board.

I would greatly appreciate it if you would please respond to this inquiry in writing no later than February 14<sup>th</sup>, so that I can include the information in my staff report. Please do not hesitate to contact me if you have any questions. Thank you for your time and effort.

Gary Bozek



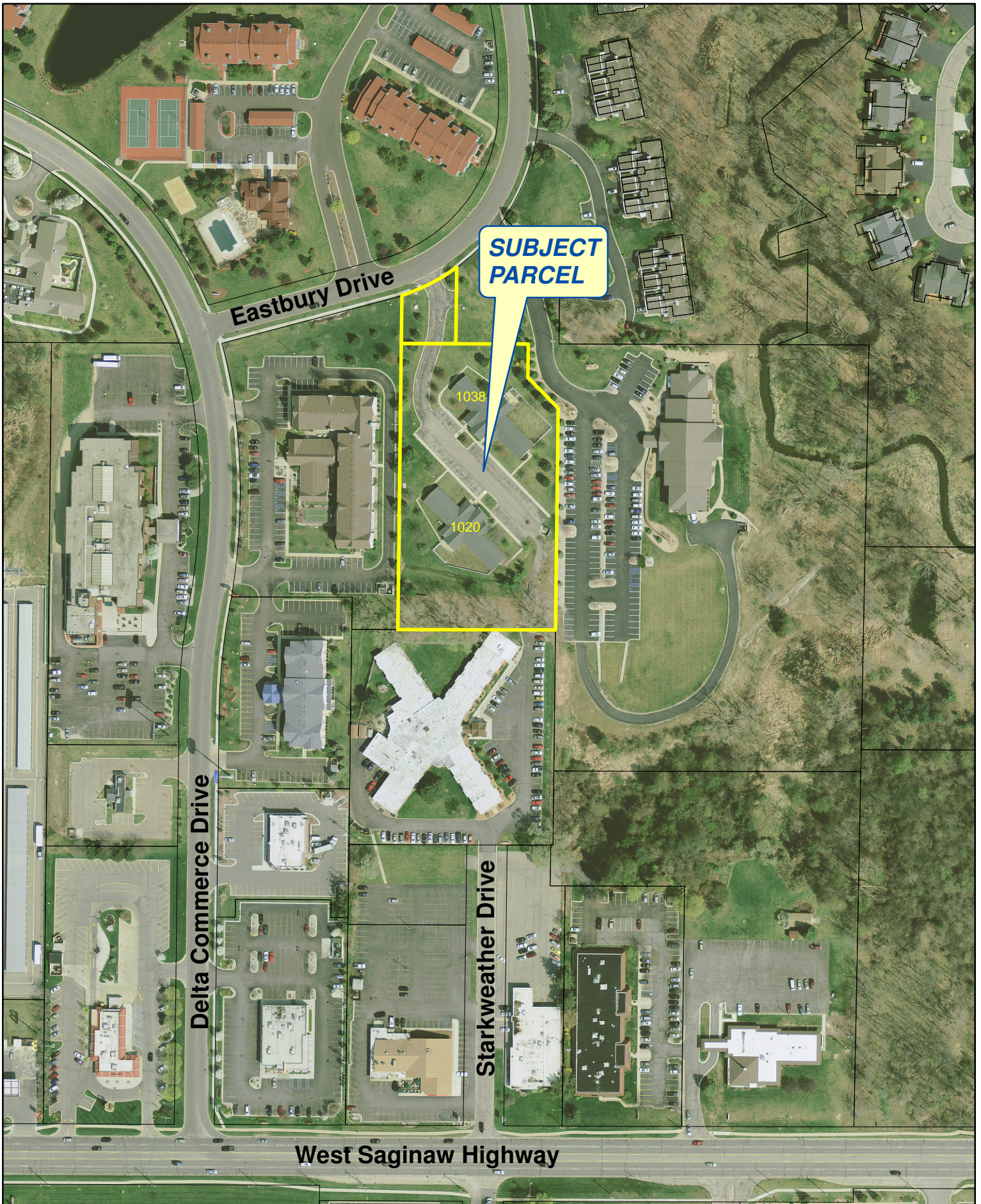
Gary M. Bozek, AICP, PCP  
Assistant Director  
Community Development Department  
Delta Charter Township  
7710 West Saginaw Highway  
Lansing, Michigan 48917-9712

Phone: 517.323.8560  
Fax: 517.323.8599  
E-mail: [gbozek@deltami.gov](mailto:gbozek@deltami.gov)  
Web: [www.deltami.gov](http://www.deltami.gov)



Think before you print





**Lovell SLUP Request**  
**Case No. 1-14-3**  
**Aerial Location Map**



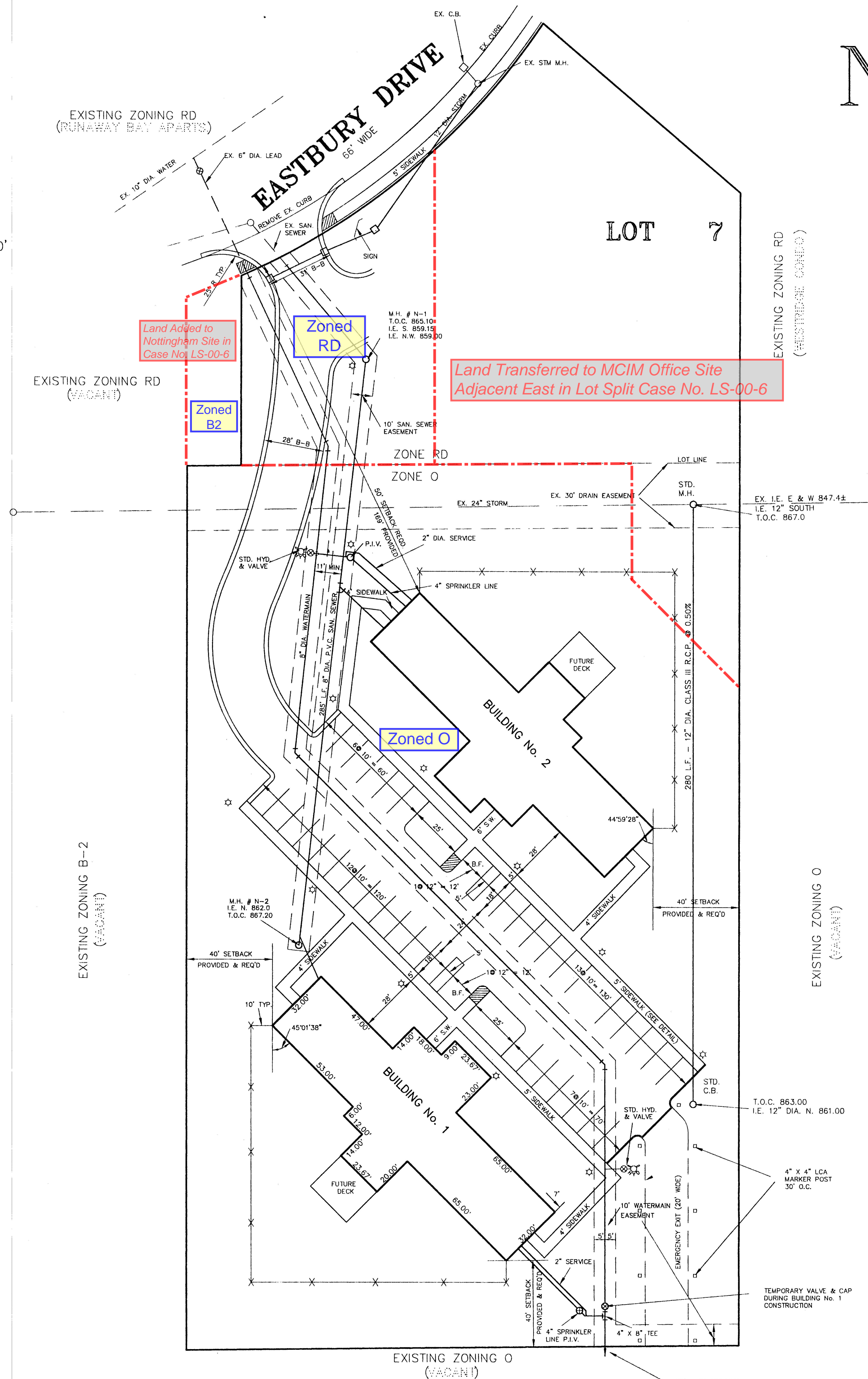
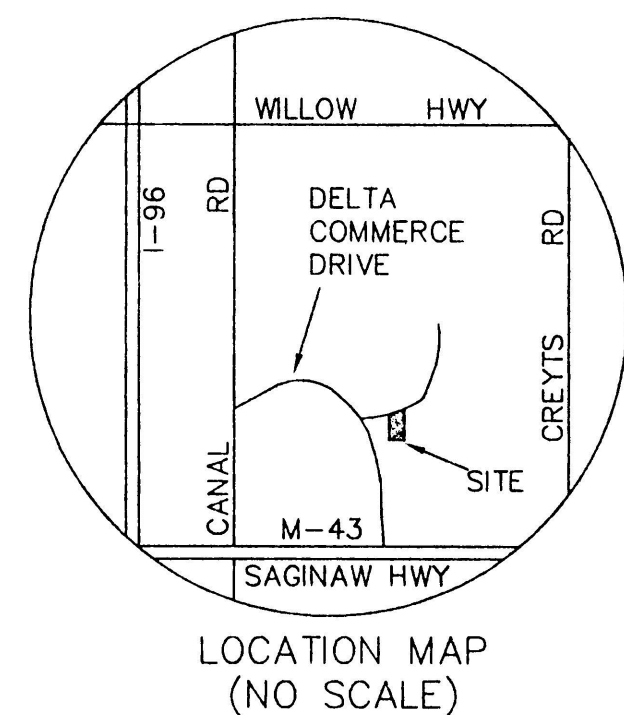
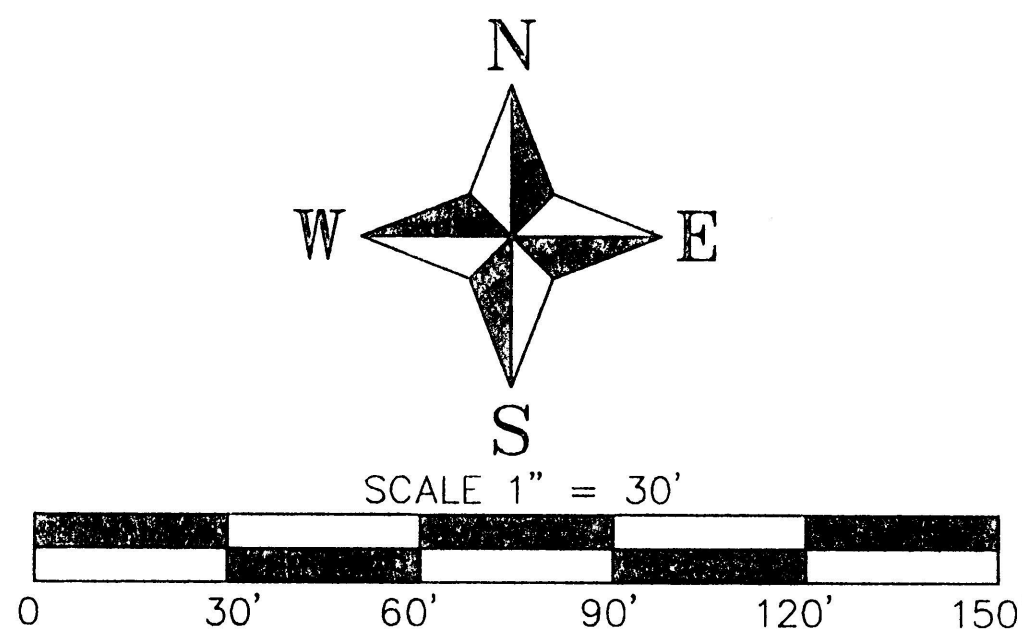
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1 inch = 200 feet

Date of Photography: April 2010







**SITE AND UTILITY PLAN**  
SCALE 1" = 30'

# CONSTRUCTION PLANS FOR : NOTTINGHAM PLACE

AN ASSISTED LIVING FACILITY IN SECTION 10, T4N, R3W  
DELTA TOWNSHIP, EATON COUNTY, MICHIGAN.

DECEMBER 1993

DEVELOPER : MARTIN PROPERTY DEVELOPMENT, INC.  
1111 E. MICHIGAN AVE.  
EAST LANSING, MICHIGAN. 48823  
PHONE : 351-2200  
ATTN : JOHN PECKHAM

ENGINEER : THE McNEER COMPANY  
6019 MARSH ROAD  
HASLETT, MICHIGAN. 48840  
PHONE : 339-1937  
ATTN : CARL L. McINTOSH

SURVEYOR : BRYAN LAND SURVEYS, P.C.  
6019 MARSH ROAD  
HASLETT, MICHIGAN. 48840  
PHONE : 339-1014  
ATTN : LARRY A. BRYAN

DELTA TOWNSHIP PLANNING DEPARTMENT  
7710 W. Saginaw Hwy.  
Lansing, MI 48917

CERTIFICATE OF ZONING COMPLIANCE  
FINAL SITE PLAN REVIEW 3/2/94  
APPROVED: *[Signature]*



# MEMO

TO: Township Board  
Delta Charter Township

FROM: Gary Bozek, Assistant Director  
Community Development Department

DATE: February 26, 2014

SUBJECT: Final Consideration of Sims Group Child Care Special Land Use Permit Request in Case No. 1-14-1.

The Township is in receipt of a Special Land Use Permit request filed by Ms. Taunya Sims for a group child care home (7 to 12 children) for her home at 118 Hume Boulevard.

The Planning Commission held the required public hearing on February 24, 2014 regarding this request, and in a unanimous 7-0 vote (Lathrop & Laforet absent), recommended approval of the Special Land Use Permit.

Please find attached to this memo the following documents pertaining to this case:

- ✓ The Summary Record of the February 24, 2014 Planning Commission Public Hearing (Case No. 1-14-1).
- ✓ The Planning Division's Staff Report dated January 30, 2014.
- ✓ Supporting documentation, aerial map, correspondence, etc.

## RECOMMENDED MOTION:

The following motion, based on the Planning Commission's recommendation subsequent to the February 14, 2014 public hearing on this case, is offered for the Board's consideration:

"I move that the Delta Township Board approve the Special Land Use Permit requested by Ms. Taunya Sims for the property described in Case No. 1-14-1 for a group child care home at 118 Hume Boulevard for the following reasons:

1. The request is consistent with the provisions of the Delta Township Comprehensive Plan and the Zoning Ordinance.
2. The group child care home can be operated such that it is compatible with surrounding land uses.
3. The group child care home is adequately served by public services and utilities.



4. The group child care home complies with the specific requirements for group child care homes as required by Section 18.7.0 N of the Zoning Ordinance.

The Special Land Use Permit is recommended for approval subject to the following stipulation:

Failure of the applicant to comply with any of the provisions required by the Zoning Ordinance, or any stipulations required by the Delta Township Board, shall constitute grounds for termination of this permit by the Township Board.”

/gb  
Attachments  
K:\PLANNING\GARY BOZEK\CORS\BRD\SIMS SLUP FINAL ACTION MEMO.DOC

**Summary Record of Public Hearing for Case No. 1-14-1, Special Land Use Permit Request by Taunya Sims for a Group Day Care at 118 Hume, Lansing, Michigan 48917.**

Members in attendance: Schweitzer, Cascarilla, Gabriel, MacLaren, McConnell, Mudry, and Ruswinckel.

Members absent: Lathrop and Laforet.

Assistant Planner Chris Gruba informed the Commission that Ms. Sims had operated a family day care since May of 2011 for up to six children or less and was now requesting a Group Day Care that allowed for up to 12 minor children to be cared for. He noted that the home was one-story and consisted of 1,056 square feet. Mr. Gruba noted that Ms. Sims intended to employ her sister to assist with the group day care and that the hours of operation would be from 5:00 a.m. to 5:30 p.m. Monday thru Friday. Mr. Gruba indicated that the only correspondence staff had received on this request was an anonymous phone call from a gentleman that was opposed to the group day care. Mr. Gruba stated that the staff report reviewed significant elements of the Comprehensive Plan, relevant Zoning Ordinance regulations, and a zoning history of the site.

Mr. McConnell questioned if approval from the Township preceded approval from the Department of Human Services.

Mr. Gruba said the applicant would need approval from the Department of Human Services in order to operate a Group Day Care, but the applicant needed zoning approval from the Township first.

Ms. Gabriel inquired as to whether or not issues that needed to be resolved with the Department of Human Services were outside of the purview of the Commission.

Mr. Gruba said that was correct and that staff wanted to provide the Commission with all of the information that the Department of Human Services had regarding the operation.

Mr. Schweitzer asked if the applicant would like to speak.

Taunya Sims, 118 Hume, said she had been providing child care services in her home since she moved into the neighborhood in 2004. Ms. Sims noted that she had operated a Group Day Care in the past, but when she was informed by the Department of Human Services that she needed to obtain permission from the Township to care for up to 12 children, she reduced her operation to six children. Ms. Sims noted that now she cared for children whose parents worked second and third shifts and those children overlapped the children that were being dropped off in the morning. Ms. Sims said the Department of Human Services suggested she obtain a Group Day Care license in order to comply with their regulations.

Mr. Schweitzer asked if Ms. Sims cared for up to 12 children at any one time.

Ms. Sims said no and that she cared for up to six children. However, she noted that there were

**SUMMARY RECORD OF PUBLIC HEARING  
CASE NO. 1-14-1  
FEBRUARY 24, 2014  
PAGE 2**

times when children coming and going from her home overlapped resulting in more than six children which was why she was increasing her license to care for up to 12 children.

Mr. Mudry said the staff report indicated that Ms. Sims would be using the living room and one of the five bedrooms in the house.

Ms. Sims said that was correct and that she was currently using the entire living room area of her home and the bedroom was used for the children she cared for during the evening.

Mr. Mudry asked where the bedroom was located.

Ms. Sims said the bedroom was located on the same floor of her living area on the first floor.

Mr. Mudry said the reason why he asked the question was if the bedroom was located in the basement of the home, egress windows were required.

Ms. Sims said she had a finished walk-out basement, but the basement was not used for the day care operation.

Mr. Schweitzer asked if there was anyone in the audience who would like to speak on this request.

There was no one.

**MOTION BY MUDRY, SECONDED BY MCCONNELL, THAT THE PUBLIC HEARING BE CLOSED. VOICE VOTE. CARRIED 7-0.**

**MOTION BY CASCARILLA, SECONDED BY MACLAREN, THAT THE DELTA TOWNSHIP PLANNING COMMISSION RECOMMEND APPROVAL OF THE SPECIAL LAND USE PERMIT (CASE NO. 1-14-1) REQUESTED BY TAUNYA SIMS FOR A GROUP CHILD CARE HOME AT 118 HUME BOULEVARD FOR THE FOLLOWING REASONS:**

- 1. THE REQUEST IS CONSISTENT WITH THE PROVISIONS OF THE DELTA TOWNSHIP COMPREHENSIVE PLAN AND THE ZONING ORDINANCE.**
- 2. THE GROUP CHILD CARE HOME CAN BE OPERATED SUCH THAT IT IS COMPATIBLE WITH SURROUNDING LAND USES.**
- 3. THE GROUP CHILD CARE HOME IS ADEQUATELY SERVED BY PUBLIC SERVICES AND UTILITIES.**

**SUMMARY RECORD OF PUBLIC HEARING  
CASE NO. 1-14-1  
FEBRUARY 24, 2014  
PAGE 3**

- 4. THE GROUP CHILD CARE HOME COMPLIES WITH THE SPECIFIC REQUIREMENTS FOR GROUP CHILD CARE HOMES AS REQUIRED BY SECTION 18.7.0 N OF THE ZONING ORDINANCE.**

**THE SPECIAL LAND USE PERMIT IS RECOMMENDED FOR APPROVAL SUBJECT TO THE FOLLOWING STIPULATION:**

- 1. FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE ZONING ORDINANCE, OR ANY STIPULATIONS REQUIRED BY THE DELTA TOWNSHIP BOARD, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THIS PERMIT BY THE TOWNSHIP BOARD.**

**ROLL CALL VOTE. CARRIED 7-0.**

Respectfully submitted,

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Andrea Cascarilla, Acting Secretary

Minutes prepared by Anne Swink

## DELTA TOWNSHIP PLANNING DEPARTMENT STAFF REPORT

PREPARED BY: Christopher Gruba, Planner  
CASE NUMBER: 1-14-1  
DATE: January 30, 2014

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### GENERAL INFORMATION

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APPLICANT: Taunya Sims  
118 Hume Blvd.  
Lansing, MI 48917

STATUS OF APPLICANT: Property Owner

REQUESTED ACTION: Request a Special Land Use Permit for a Group  
Child Care Home (7 to 12 children)

EXISTING ZONING  
OF SUBJECT PARCEL: RC, Moderate Density Residential

PARCEL SIZE: 14,244 sq. ft., with 110 feet of frontage on Hume  
Blvd.

LEGAL DESCRIPTION: LOTS 147 & 148. CASTLE HILLS  
SUBDIVISION T4N, R3W, DELTA TWP

EXISTING LAND  
USE ON THE PARCEL: Single Family Dwelling

ADJACENT AREA  
LAND USES: North – Single Family Dwelling  
South – Single Family Dwelling  
East – Single Family Dwelling  
West – Single Family Dwelling

ZONING ON  
ADJOINING PARCELS: North - RC, Moderate-Density Residential  
South - RC, Moderate-Density Residential  
East – O, Office  
West - RC, Moderate-Density Residential

### DESCRIPTION:

The applicant, Taunya Sims, has requested a Special Land Use Permit for a group child care home for her home at 118 Hume Boulevard. A *family* child care home (for 6 children or less) has been operating on this site since May 25, 2011 and has been licensed

by the State of Michigan since then. Ms. Sims filed an application for the required Special Land Use Permit for a *group* day care on January 22, 2014.

The following summary is provided for the proposed group child care home based on information provided by Ms. Sims:

1. The home is a 1,056 square-foot, one-story with a full basement and a 528 square-foot garage. Ms. Sims intends to utilize the living room and one of the five bedrooms for child care.
2. Ms. Sims intends to care for 12 non-family children, the maximum permitted per code for a group day care. As such, there could be as many as 24 trips to the home per day, including drop off and pick up for each child.
3. Ms. Sims intends to employ her sister to assist with the group day care.
4. The anticipated hours of operation for the child care are from 5:00 a.m. to 5:30 p.m. on weekdays. Extended care hours for single parents are available until midnight.
5. Ms. Sims states that the rear yard has a privacy fence and playground equipment.
6. Ms. Sims states that there will be no outdoor storage of supplies or equipment as the garage will be utilized for storage.

The Zoning Ordinance defines a group child care home as follows:

“A private home in which more than six (6) but not more than twelve (12) minor children are given care and supervision for periods of less than twenty four (24) hours a day unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. Group child care home includes a home that gives care to an unrelated minor child for more than four (4) weeks during a calendar year.”

Attached to this staff report is an aerial photo, which illustrates the subject parcel. The Planning Department has not received any letters or phone calls in reference to the requested Special Land Use Permit.

#### **SIGNIFICANT ELEMENTS OF THE COMPREHENSIVE PLAN:**

The Generalized Future Land Use Map within the Delta Township Comprehensive Plan recommends that the subject parcel be developed with low density residential land uses.

## **RELEVANT ZONING ORDINANCE REGULATIONS:**

Group child care homes are permitted in the RC, Moderate-Density Residential, zoning district with a Special Land Use Permit as required by Section 18.11.0 D of the Zoning Ordinance. Section 18.4.0 of the Ordinance contains the general criteria that must be evaluated when considering Special Land Use Permit requests.

## **ZONING HISTORY:**

The home was built in 1964. Under the 1970 Zoning Map, the area in and around the subject parcel was zoned A, Single Family Residential. In 1974 a new Zoning Ordinance became effective and the subject parcel was zoned R3, Medium Density Residential. In 1990 the current Zoning Ordinance and Map became effective and the R3 zoning district was renamed RC, Moderate Density Residential, which is the current zoning classification on the property. The requested group child care home does not necessitate a change in the zoning classification on the property.

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## **TECHNICAL INFORMATION**

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### **UTILITIES:**

Water The existing single-family dwelling is connected to public water service. No changes to the existing public water service are required or anticipated.

Sanitary Sewer The existing single family dwelling is connected to public sanitary sewer. No changes to the existing public sanitary sewer service are required or anticipated.

Storm Drainage No additional impervious surfaces are anticipated as a result of the group child care home.

### **STREETS, ACCESS AND TRAFFIC:**

The home is located in the Castle Hills Subdivision, platted in 1928. At the time, Hume Boulevard ran north-south from St. Joe Highway to Michigan Avenue. Since then, Hume Boulevard was disconnected from Michigan Avenue and now dead-ends approximately 60' from Michigan Avenue. The subject parcel is located near the north end of Hume Boulevard. Hume Boulevard is under the jurisdiction of the Eaton County Road Commission. There are no sidewalks along Hume Boulevard. The 7<sup>th</sup> edition of Trip Generation, published by the Institute of Transportation Engineers, estimates that single family dwellings typically generate approximately 10 trips per day (being 5 round trips). The applicant has noted that there will be approximately 24 visits per day by parents in addition to the regular trips made by the homeowners.

## **REQUIRED PARKING:**

The Zoning Ordinance doesn't specify a certain number of parking spaces for group child care homes.

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## **MISCELLANEOUS**

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It should be noted that the Township received a complaint on November 30, 2009, regarding the property at 118 Hume. The complainant alleged that more than 6 children has been cared for at the day care, during a time when Ms. Sims only had state licensing for a family day care (6 children or under). In response, Gary Bozek sent a letter to Ms. Sims (see attached). The letter also mentions that Ms. Sims must be a resident of the home in order to qualify for a day care license from the State. Ms. Sims has indicated that she is a resident of the home in which child care will be provided. The allegation of having more than six children was never verified by staff.

Staff has also included three letters from the Department of Human Services to Ms. Sims. The first letter is an issuance of a certificate of registration. The second letter pertains to a home inspection performed by the DHS. The third letter pertains to a fire department call for a microwave fire, the cause of which has been corrected.

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## **STAFF ANALYSIS**

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Section 18.4.0 of the Zoning Ordinance specifies the general criteria that must be evaluated when reviewing special land use permit requests. These criteria are reviewed as follows:

**1. Compatibility with the Delta Township Comprehensive Plan and the intent of the Zoning Ordinance.**

The Generalized Future Land Use Map within the Comprehensive Plan recommends that the subject parcel be developed with low density residential land uses. Group child care homes are permitted in the Township's RC, Moderate Density Residential zoning district with a special land use permit. The subject parcel is located on Hume Boulevard within an older residential subdivision. Child care homes are typically located in or near residential neighborhoods that generate the children which they serve.

The east side of Hume Boulevard is a mix of properties zoned O, Office and B2, Community Commercial. Originally, the area between Hume Boulevard and



Waverly Road was all part of the Castle Hills subdivision. Subsequent changes to comprehensive plans over time have allowed this area to be rezoned to the current office and commercial zoning. The existing Wash World car wash on Waverly Road extends across to Hume Boulevard. Four homes still exist on the east side of Hume Boulevard.

**2. Compatibility with the existing or intended character of the area.**

Location-wise, the subject parcel is well situated to operate as a group child care home due to its close proximity to Waverly Road. The home occupation may also serve as a transition use between the office and business use on the east side of Hume Boulevard and the single-family residential uses further away from Waverly Road. The subject parcel is located within 1 mile of Waverly East Intermediate School to the east and within ½ mile of Colt Elementary School to the west.

**3. Adequately served by public utilities and services.**

The subject parcel is served by public water, sanitary sewer and storm drainage.

Fire Station #3 is located on Snow Road approximately 1 mile from the subject parcel.

**4. Effects on public health, safety, and welfare.**

In staff's opinion the location of the proposed group child care home will not result in a negative effect on the public health, safety or welfare.

**5. Section 18.7.0 (N) of the Zoning Ordinance contains the specific criteria that must be evaluated when reviewing special land use permit requests for a group child care home. These criteria are reviewed as follows:**

**1. The lot or parcel on which such use is located shall not be located closer than 1,500 feet, as measured along a street or road open to the public for vehicular traffic, to any of the following:**

**(a) Another group child care home (7-12 children)**

Staff has reviewed the current listing of group child care homes in Delta Township provided by the Michigan Department of Human Services (DHS). There are no group child care facilities within 1,500 feet of the subject parcel.

- (b) An Adult foster care small group home or large group home licensed under the Adult Foster Care Facility Licensing Act of 1979, PA 218, as amended.**

Foster care homes provide 24 hour care to residents who often are physically handicapped or elderly. There are no small or large adult foster care group homes within 1,500 feet of the subject parcel.

- (c) A facility offering substance abuse treatment and rehabilitation services to seven (7) or more people, licensed under Article Six (6) of the Public Health Code, 1978, PA 388, as amended.**

There are no substance abuse treatment facilities licensed in Delta Township.

- (d) A community correction center, resident home, halfway house, or other similar facility, which houses an inmate population under the jurisdiction of the Michigan Department of Corrections.**

There are no correction centers, halfway houses or similar facilities under the jurisdiction of the Michigan Department of Corrections located in Delta Township.

- 2. The property shall be maintained consistent with the visible characteristics of the neighborhood.**

Staff is not aware of any existing or proposed changes to the subject property that would change or otherwise negatively impact the character of the neighborhood.

- 3. The hours of operation of the use shall be limited to sixteen (16) hours per twenty-four (24) hour day. The Township may limit, but not prohibit the operation of Group Child Care Homes between the hours of 10:00 p.m. and 6:00 a.m.**

Ms. Sims has indicated that she anticipates that her home will open at 5:00 a.m. and close at 5:30 p.m. M-F, which totals twelve and a half (12.5) hours per day. She also indicated that the business hours may be extended until midnight for single parents.

**4. The use shall be licensed by the State of Michigan.**

Ms. Sims has an active license for a family child care facility from the Michigan Department of Human Services, Bureau of Children and Adult Licensing, Child Care Division.

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**STAFF RECOMMENDATION**

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The following motion is offered for the Planning Commission's consideration:

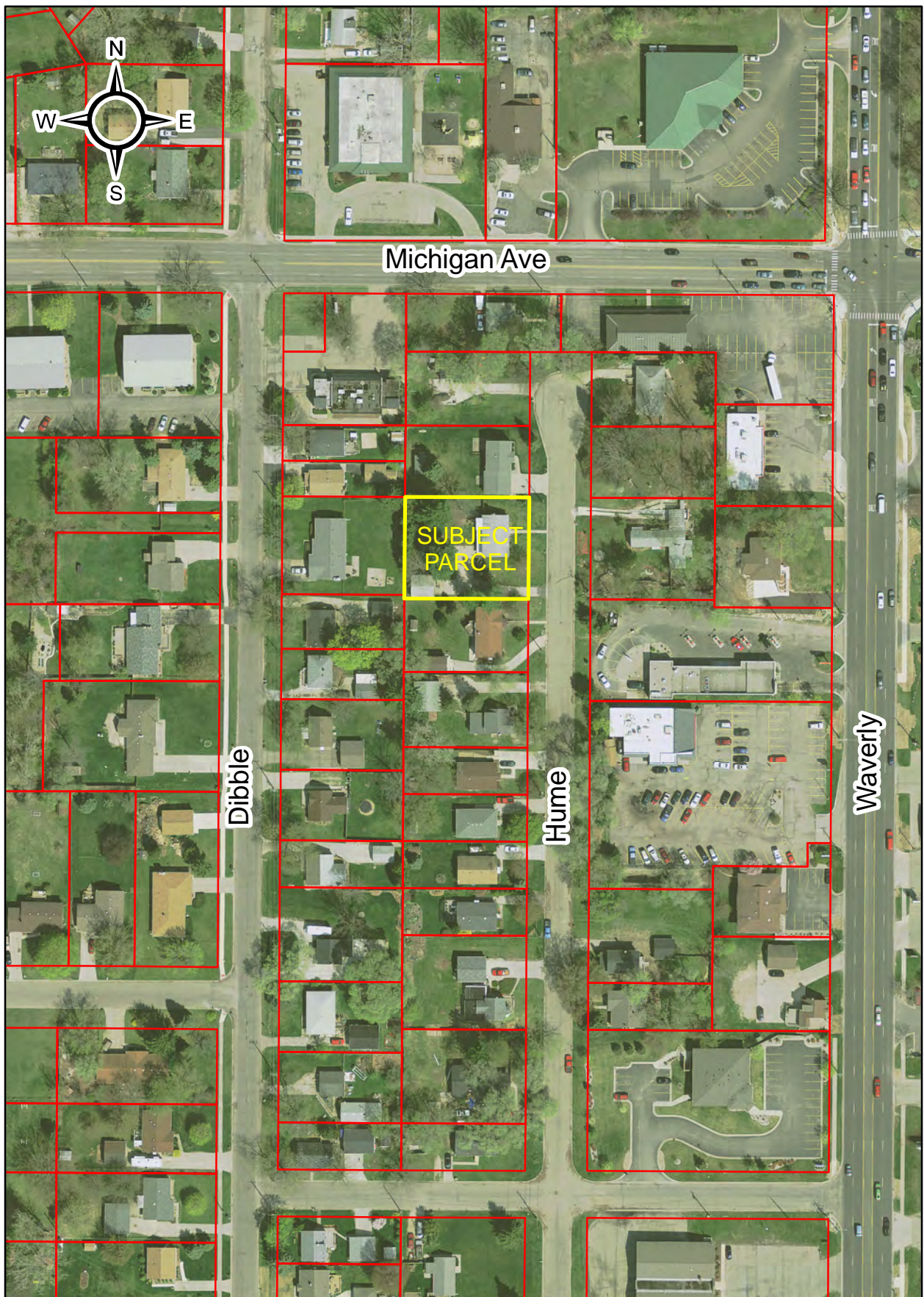
"I move that the Delta Township Planning Commission recommend **approval** of the Special Land Use Permit (Case No. 1-14-1) requested by Taunya Sims for a group child care home at 118 Hume Boulevard for the following reasons:

1. The request is consistent with the provisions of the Delta Township Comprehensive Plan and the Zoning Ordinance.
2. The group child care home can be operated such that it is compatible with surrounding land uses.
3. The group child care home is adequately served by public services and utilities.
4. The group child care home complies with the specific requirements for group child care homes as required by Section 18.7.0 N of the Zoning Ordinance.

The Special Land Use Permit is recommended for approval subject to the following stipulation:

1. Failure of the applicant to comply with any of the provisions required by the Zoning Ordinance, or any stipulations required by the Delta Township Board, shall constitute grounds for termination of this permit by the Township Board."

K:\Planning\Chris Gruba\SLU's\118 Hume - Group Day Care (Sims)



118 Hume - Sims - Group Day Care

Case No. 1-14-1

Aerial Location Map

1 inch = 150 feet

0 75 150 300 Feet

A horizontal scale bar is located at the bottom right of the map. It is marked with the numbers 0, 75, 150, and 300, followed by the word 'Feet'. The bar is divided into segments corresponding to these measurements.

**1. HOW MANY NON FAMILY CHILDREN WILL BE IN THE GROUP DAY CARE?**

12 ...I am applying for a group child care license for 12 children. I am currently a family child care provider with the desire to increase my capacity to 12.

**2. WHICH ROOMS WITHIN THE HOME WILL BE USED FOR THE GROUP DAY CARE**

The rooms that will be used for care is the living room area and the first bedroom that has an entrance from the living room. Both rooms are already being used for child day care purposes only and are completely designated for child care.

**3. HOW MANY PEOPLE WILL BE EMPLOYED IN THE GROUP DAY CARE**

2, Myself and my sister. No additional help is needed.

**4. PLEASE DESCRIBE ANY ALTERATION TO THE HOME PROPERTY FOR THE GROUP DAY CARE**

A privacy fence is installed on the property for the safety of the children. Playground equipment such as slides and climbers are in a designated area in the back yard for the kid's pleasure.

**5. HOW MANY CUSTOMERS WILL THERE BE PER DAY?**

The customers are the children I care for. Per licensing rules I will have 12 children a day in my child care home.

**6. WHAT ARE THE DAYS AND TIMES DAY CARE WILL BE OPEN**

Monday –Friday 5:00am -5:30pm

Extended Care Hours for single parents only available until 12:00midnight

**7. DO YOU HAVE LICENSING REQUIRED BY THE STATE OF MICHIGAN**

*I am currently a Licensed Family Child Care Provider – I have started the application for the group Day care Home but they can't approve it until the Special Land Use Permit is approved.*

**8. WILL THERE BE ANY OUTDOOR STORAGE OF SUPPLIES OR EQUIPMENT RELATED TO THE GROUP DAY CARE?**

No outside storage is needed because I have a garage. I keep the extra outdoor toys and riding toys inside of my garage. Any excess of daycare supplies are stored inside of my garage.



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
Bureau of Children and Adult Licensing  
P.O. Box 30650, Lansing, MI 48909-8150

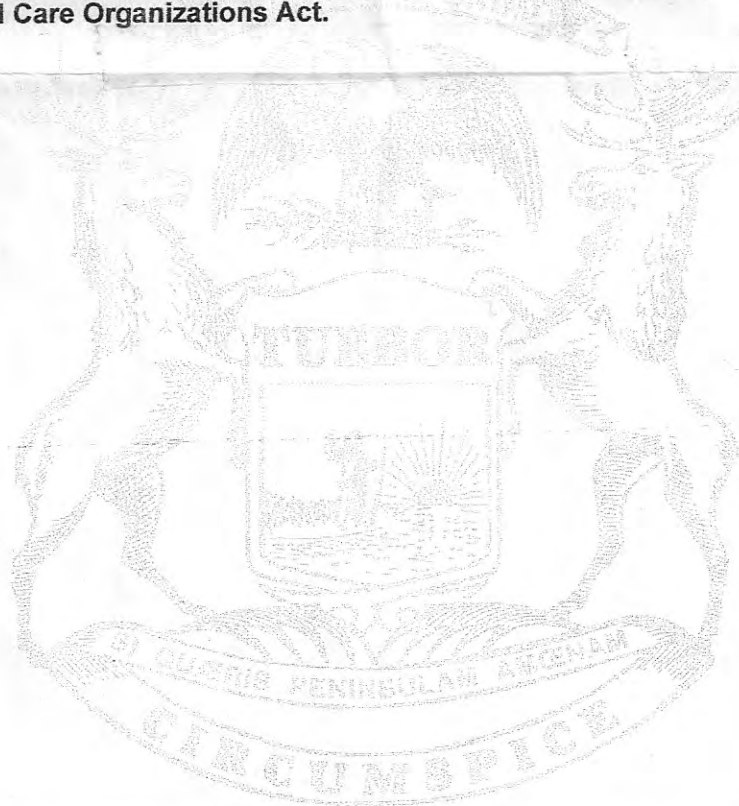
Certificate of Registration for the Care of Children

Facility Name:  
Sims, Taunya  
118 Hume Blvd.  
Lansing, MI 48917

Licensee:  
Sims, Taunya  
118 Hume Blvd.  
Lansing, MI 48917

LICENSE NUMBER	CAPACITY	STATUS
DF230313315	6	REGISTERED
EFFECTIVE DATE	EXPIRATION DATE	
05/25/2011	05/24/2014	

Issued in accordance with Act 116, Public Acts of 1973, as amended,  
being the Child Care Organizations Act.



This document is valid only at the location shown. It is not transferrable. It remains the property of the Michigan Department of Human Services.

A substantial violation of provisions of the statute under which this document is issued, or any of the rules and regulations adopted under the statute will be cause for revocation.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

BCAL-4000 (Rev. 09/09)

**POST THIS DOCUMENT IN A CONSPICUOUS PLACE**



Kelly's  
Copy

November 30, 2009

Ms. Taunya Sims  
118 Hume Boulevard  
Lansing, Michigan 48917

**RE: ALLEGED ZONING VIOLATIONS PERTAINING DAY CARE OPERATION**

Dear Ms. Sims:

My office is in receipt of a complaint regarding your group day care operation at 118 Hume Boulevard in Delta Township. According to our research, it appears that you have been operating a Child Day Care Group Home licensed by the State of Michigan's Office of Children and Adult Licensing for a capacity of 7 to 12 children since 2005. The first zoning issue regarding the day care is the number of children cared for on the premises. The necessary zoning approvals for a group day care facility caring for up to 12 children were never obtained from Delta Township. Day care facilities caring for 7 to 12 children must also have a Special Land Use Permit from the Township in addition to the license from the State of Michigan. It may be possible to obtain this permit from the Township "after the fact", provided other conditions can be met.

The second issue involves the requirement that the home be owner-occupied in order for your day care license from the State to be valid. It is alleged that your family has purchased a new house elsewhere in the Township and no longer officially reside at 118 Hume Boulevard. If you do not possess a valid State of Michigan day care license, you would not be able to qualify for the required Special Land Use Permit from the Township.

The third issue is the alleged conversion of the house to a two-unit building, with the upper level serving as a separate rental unit, and the lower level serving as the day care facility. Your property at 118 Hume Boulevard would not qualify for a two-unit residence. This being the case, it would not be possible to obtain the required rental housing license from the Township. Hume Boulevard.

Please contact me at (517) 323-8560 upon your receipt of this letter so that we may discuss your situation and determine if the allegations made by the complainant are correct, and if the day care can comply with the Township's regulations. Thank you.

Sincerely,

Gary M. Bozek  
Senior Planner

/gb  
cc: Delta Township Building Department  
Y:\GARY BOZEK\CORRESPONDENCE\MS.DOC



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

May 25, 2011

Taunya Sims  
118 Hume Blvd.  
Lansing, MI 48917

RE: Application #: DF230313315  
Taunya Sims  
118 Hume Blvd.  
Lansing, MI 48917

Dear Ms. Sims:

Based upon your written statements of compliance with the Family Child Care Home Licensing Rules, your Certificate of Registration will be issued. Your registration number is DF230313315. Your capacity is for not more than 6 unrelated child care children at any one time.

An inspection will occur within the next 90 days. At the inspection, your licensing consultant will assess compliance with the licensing rules, which will include an inspection of your entire home and the equipment you have for the children. It will also include, but will not be limited to, a review of the following information:

- ✓ Children's records.
- ✓ Training records.
- ✓ Required policies and postings.
- ✓ Licensing notebook.

Remember, your Certificate of Registration is valid only at your present address and is nontransferable.

Consultation and technical assistance is available to assist you in maintaining and enhancing your child care program.

Please feel free to contact this office with any questions.

Per MCL 722.113g, this letter must be filed in your licensing notebook.

Sincerely,

Judy Hogle, Licensing Unit  
(517) 241-1948





RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

August 8, 2011

Taunya Sims  
118 Hume Blvd.  
Lansing, MI 48917

RE: Registration # DF230313315  
Sims, Taunya  
118 Hume Blvd.  
Lansing, MI 48917

Dear Ms. Sims:

This letter is a follow-up to the department's findings regarding the 90 day inspection conducted at your home on 08/02/2011. The purpose of this inspection was to determine compliance with applicable licensing statutes and rules for Family and Group Child Care Homes.

**A. Description of Facility**

Ms. Sims lives in a single story home with a walk-out basement in the city of Lansing. Only the kitchen and dining room on the main level are approved for child care. The three bedrooms and the living room on the main level are not approved for child care use. The living room and play room in the basement are approved for child care and exceed the 35 sq. ft. requirement for each child. The bedroom, laundry and storage rooms in the basement are not approved for child care use. There are no window exits in the home.

The family home operates from 5:00am to 5:00pm Monday through Friday and serves children birth to five years of age. Ms. Sims uses her large fenced backyard for the outdoor play area. There are no water hazards or any other obvious outdoor hazards in the play area.

Ms. Sims has had three previous group home licenses (DG230272444), (DG230265619) and (DG230257835), all of which are now closed. She was also previously registered as a family home, (DF230313315) which is now closed. Ms. Sims is not a licensed foster parent and she has valid CPR, first aid and blood borne pathogen trainings.

There is one fireplace in the home that is not used during child care hours. There are no pets, swimming pools, spa pools, hot tubs or wood burning stoves in the home.

A radon test was conducted in the basement of the home. The radon results were 0.5pCi/L, which is within the rule requirement.

No rule variances have been granted.

## **B. Rule/Statutory Violations**

There were no rule violations.

The department provides technical assistance to meet the licensing requirements and consultation to improve services.

In order to assess and improve the quality of the licensing process, the Bureau of Child and Adult Licensing would appreciate your feedback. Please go to our website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare) and click on **Licensing Inspection Questionnaire** under "Contact Us" to complete a brief survey.

Please feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (517) 241-2585.

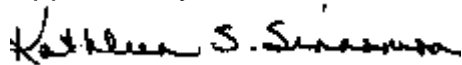
Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Darlese Barnes, Licensing Consultant  
Bureau of Children and Adult Licensing  
7109 W. Saginaw  
P.O. Box 30650  
Lansing, MI 48909-8150  
(517) 241-7786

Approved By:



08/08/11

Kathleen S. Sinnamon  
Area Manager

Date



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

November 12, 2013

Taunya Sims  
118 Hume Blvd.  
Lansing, MI 48917

RE: Registration #: DF230313315  
Investigation #: 2014D0219003  
Sims, Taunya

Dear Ms. Sims:

Attached is the Special Investigation Report for the above referenced facility. Due to the violations identified in the report, a written corrective action plan was required. On November 5, 2013, you submitted an acceptable written corrective action plan.

It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved plan.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your licensing notebook.

Sincerely,

Darlese Barnes, Licensing Consultant  
Bureau of Children and Adult Licensing  
5303 S Cedar  
PO Box 30321  
Lansing, MI 48909-7821  
(517) 899-5695

enclosure

**MICHIGAN DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING  
SPECIAL INVESTIGATION REPORT**

**I. IDENTIFYING INFORMATION**

<b>Registration #:</b>	DF230313315
<b>Investigation #:</b>	2014D0219003
<b>Complaint Receipt Date:</b>	10/24/2013
<b>Investigation Initiation Date:</b>	10/24/2013
<b>Report Due Date:</b>	12/23/2013
<b>Registrant Name:</b>	Taunya Sims
<b>Registrant Address:</b>	118 Hume Blvd. Lansing, MI 48917
<b>Registrant Telephone #:</b>	(517) 574-4971
<b>Administrator:</b>	N/A
<b>Licensee Designee:</b>	
<b>Name of Facility:</b>	Sims, Taunya
<b>Facility Address:</b>	118 Hume Blvd. Lansing, MI 48917
<b>Facility Telephone #:</b>	(517) 862-4118
<b>Original Issuance Date:</b>	05/25/2011
<b>Registration Status:</b>	REGISTERED
<b>Effective Date:</b>	05/25/2011
<b>Expiration Date:</b>	05/24/2014
<b>Capacity:</b>	6
<b>Program Type:</b>	CHILD CARE FAMILY HOME (CAPACITY 1-6)

## II. ALLEGATION(S)

While children were in care, Ms. Taunya Sims had a microwave fire and the Delta Township Fire Department responded to the home. No children were injured, but it was determined that there were some electrical problems and it was not safe for the children to be in the home until the problems were corrected.

## III. METHODOLOGY

10/24/2013	Special Investigation Intake 2014D0219003
10/24/2013	Special Investigation Initiated - Telephone -Lieutenant Tom Maier- Delta Township Fire Department -Taunya Sims
10/24/2013	Contact - Telephone call received David Williams-Delta Township Electrical Inspector
11/05/2013	Inspection Completed On-site Arrival 1:30pm Departure 2:00pm
11/05/2013	Corrective Action Plan Received
11/12/2013	Contact - Telephone call made
11/12/2013	Inspection Completed-BCAL Sub. Compliance
11/12/2013	Corrective Action Plan Received and Approved

### ALLEGATION:

While children were in care, Ms. Taunya Sims had a microwave fire and the Delta Township Fire Department responded to the home. No children were injured, but it was determined that there were some electrical problems and it was not safe for the children to be in the home until the problems were corrected.

### INVESTIGATION:

On 10/24/13, I received a telephone call from Ms. Sims. She had a small fire in her microwave. She had to discharge her fire extinguisher. Ms. Sims said she was very concerned so she called the fire department so they could take a look at the microwave. No children were harmed. The fire was contained to the microwave; no other damage was done. Ms. Sims also provided me with a copy of the required incident form, reporting the fire.

I received a phone call from Lieutenant Tom Maier of the Delta Township Fire Department. He was at Ms. Sims' home and said when he arrived at the home he noticed exposed electrical wiring and was concerned about the manner in which the microwave was connected. Lieutenant Maier contacted David Williams, Delta Township Electrical Inspector for further evaluation.

Mr. Williams said the open electrical wires and the connection at the microwave are very concerning and he is not comfortable with children being in the home until the items are fixed. Mr. Williams said the electrical things that need to be fixed are quick, easy fixes that Ms. Sims could have completed by the end of the day.

Ms. Sims said she was already planning to take the children on a field trip in the afternoon, so she left the home with the children and parents picked the children up from the field trip.

On 10/25/13, Ms. Sims contacted Rick Ramon of Discount Electric and Maintenance Repair to fix the electrical items noted by Mr. Williams. The items were fixed on 10/25/13.

Ms. Sims provided me a copy of the invoice from Rick Ramon, indicating he had made the repairs, and a note from David Williams indicating he completed an on-site inspection and the items were corrected. Ms. Sims also showed me the electrical concerns. Ms. Sims recently had new siding placed on the exterior of the home. While the work was being completed the wiring to the porch light and the outdoor electrical outlet was not covered exposing the wiring. I saw that this had been corrected. Mr. Williams also wanted Ms. Sims to either place the microwave on its own circuit or not have a microwave. Ms. Sims opted to no longer have an above stove microwave.

When I spoke with Mr. Williams he said it was an acceptable plan for Ms. Sims to not place her microwave above the stove and he was glad that all of the exposed electrical wiring had been covered. Since she had done this, he believed the home was now safe for children to return.

<b>APPLICABLE RULE</b>	
<b>R 400.1942</b>	<b>Electrical service; maintenance.</b>
	(1) The electrical service of a child care home shall be maintained in a safe condition. When warranted, an electrical inspection by an electrical inspecting authority may be required.

<b>ANALYSIS:</b>	On 10/24/13, it was discovered by Delta Township that Ms. Sims home had some exposed electrical wiring and it was not safe for children to be in the home. On 10/25/13, the electrical items were corrected.
<b>CONCLUSION:</b>	VIOLATION ESTABLISHED

#### IV. RECOMMENDATION

I recommend no change in the status of the license.



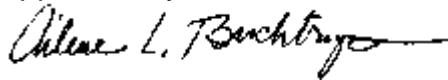
11/12/13

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Darlese Barnes  
Licensing Consultant

Date

Approved By:



11/13/2013

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Ailene Buchtrup  
Area Manager

Date

# MEMO

TO: Township Board  
Delta Charter Township

FROM: Gary Bozek, Assistant Director  
Community Development Department

DATE: February 26, 2014

SUBJECT: Final Consideration of Wanamaker Group Child Care Special Land Use Permit Request in Case No. 1-14-2.

The Township is in receipt of a Special Land Use Permit request filed by Ms. Kim Wanamaker for a group child care home (7 to 12 children) for her home at 124 Julian Avenue.

The Planning Commission held the required public hearing on February 24, 2014 regarding this request, and in a unanimous 7-0 vote (Lathrop & Laforet absent), recommended approval of the Special Land Use Permit.

Please find attached to this memo the following documents pertaining to this case:

- ✓ The Summary Record of the February 24, 2014 Planning Commission Public Hearing (Case No. 1-14-2).
- ✓ The Planning Division's Staff Report dated January 31, 2014.
- ✓ Supporting documentation, aerial map, correspondence, etc.

## RECOMMENDED MOTION:

The following motion, based on the Planning Commission's recommendation subsequent to the February 14, 2014 public hearing on this case, is offered for the Board's consideration:

"I move that the Delta Township Board approve the Special Land Use Permit requested by Ms. Kim Wanamaker for the property described in Case No. 1-14-2 for a group child care home at 124 Julian Avenue for the following reasons:

1. The request is consistent with the provisions of the Delta Township Comprehensive Plan and the Zoning Ordinance.
2. The group child care home can be operated such that it is compatible with surrounding land uses.
3. The group child care home is adequately served by public services and utilities.



4. The group child care home complies with the specific requirements for group child care homes as required by Section 18.7.0 N of the Zoning Ordinance.

The Special Land Use Permit is recommended for approval subject to the following stipulation:

Failure of the applicant to comply with any of the provisions required by the Zoning Ordinance, or any stipulations required by the Delta Township Board, shall constitute grounds for termination of this permit by the Township Board.”

/gb  
Attachments  
K:\PLANNING\GARY BOZEK\CORS\BRD\WANAMAKER SLUP FINAL ACTION MEMO.DOC

**Summary Record of Public Hearing for Case No. 1-14-2, Special Land Use Permit Request by Kim Wanamaker for a Group Day Care at 124 Julian, Lansing, Michigan 48917.**

Members in attendance: Schweitzer, Cascarilla, Gabriel, MacLaren, McConnell, Mudry, and Ruswinckel.

Members absent: Lathrop and Laforet.

Assistant Planner Chris Gruba informed the Commission that Ms. Wanamaker had operated a family day care home since February of 2013 for up to six children or less and was now requesting a Group Day Care that allowed for up to 12 minor children to be cared for. He noted that the home was a 1,215 square foot, one-story home with a full basement. He indicated that Ms. Wanamaker intended on utilizing two rooms within the basement of the home which measured 18' x 26' and 14' x 14'. He said the day care would operate from 7:30 a.m. to 5:30 p.m. Monday thru Friday. Mr. Gruba noted that staff had not received any correspondence on the request.

Mr. Schweitzer asked if the applicant would like to speak.

Kim Wanamaker, 124 Julian Ave., said she had been providing child care services for approximately 18 years, with a few of those years serving as Director of Child Care Services at St. Michaels church in Grand Ledge. Ms. Wanamaker noted that she had been receiving a lot of calls from people who were looking for quality child care which was why she decided to expand her business and hire someone to work with her. Ms. Wanamaker said she liked to work with preschoolers and that her hours of operation would be from 7:30 a.m. to 5:30 p.m. Monday thru Friday. She indicated that her basement had an egress window that had been approved by the State.

Mr. Schweitzer pointed out that the Special Land Use Permit application indicated that the applicant intended to be the sole employee of the day care.

Ms. Wanamaker noted that she was the owner of the day care and that she intended to hire either one, full-time, or two, part-time employees.

Mr. Schweitzer asked if there was anyone in the audience who would like to speak on this request.

There was no one.

**MOTION BY MUDRY, SECONDED BY GABRIEL, THAT THE PUBLIC HEARING BE CLOSED. VOICE VOTE. CARRIED 7-0.**

**MOTION BY RUSWINCKEL, SECONDED BY CASCARILLA, THAT THE DELTA TOWNSHIP PLANNING COMMISSION RECOMMEND APPROVAL OF THE SPECIAL LAND USE PERMIT (CASE NO. 1-14-2) REQUESTED BY KIM**

**SUMMARY RECORD OF PUBLIC HEARING  
CASE NO. 1-14-2  
FEBRUARY 24, 2014  
PAGE 2**

**WANAMAKER FOR A GROUP CHILD CARE HOME AT 124 JULIAN AVENUE FOR THE FOLLOWING REASONS:**

- 1. THE REQUEST IS CONSISTENT WITH THE PROVISIONS OF THE DELTA TOWNSHIP COMPREHENSIVE PLAN AND THE ZONING ORDINANCE.**
- 2. THE GROUP CHILD CARE HOME CAN BE OPERATED SUCH THAT IT IS COMPATIBLE WITH SURROUNDING LAND USES.**
- 3. THE GROUP CHILD CARE HOME IS ADEQUATELY SERVED BY PUBLIC SERVICES AND UTILITIES.**
- 4. THE GROUP CHILD CARE HOME COMPLIES WITH THE SPECIFIC REQUIREMENTS FOR GROUP CHILD CARE HOMES AS REQUIRED BY SECTION 18.7.0 N OF THE ZONING ORDINANCE.**

**THE SPECIAL LAND USE PERMIT IS RECOMMENDED FOR APPROVAL SUBJECT TO THE FOLLOWING STIPULATION:**

- 1. FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE ZONING ORDINANCE, OR ANY STIPULATIONS REQUIRED BY THE DELTA TOWNSHIP BOARD, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THIS PERMIT BY THE TOWNSHIP BOARD.**

**ROLL CALL VOTE. CARRIED 7-0.**

Respectfully submitted,

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Andrea Cascarilla, Acting Secretary

Minutes prepared by Anne Swink

## DELTA TOWNSHIP PLANNING DEPARTMENT STAFF REPORT

PREPARED BY: Christopher Gruba, Planner  
CASE NUMBER: 1-14-2  
DATE: January 31, 2014

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### GENERAL INFORMATION

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APPLICANT: Kim Wanamaker  
124 Julian Ave  
Lansing, MI 48917

STATUS OF APPLICANT: Property Owner

REQUESTED ACTION: Request a Special Land Use Permit for a Group  
Child Care Home (7 to 12 children)

EXISTING ZONING  
OF SUBJECT PARCEL: RC, Moderate-Density Residential

PARCEL SIZE: 6,403 sq. ft., with 50 feet of frontage on Julian Ave.

LEGAL DESCRIPTION: LOT 160. OAK PARK SUBD, T4N, R3W, DELTA  
TWP

EXISTING LAND  
USE ON THE PARCEL: Single Family Dwelling

ADJACENT AREA  
LAND USES: North – Single Family Dwelling  
South – Single Family Dwelling  
East – Single Family Dwelling  
West – Single Family Dwelling

ZONING ON  
ADJOINING PARCELS: North – RC – Moderate Density Residential  
South - RC – Moderate Density Residential  
East - RC – Moderate Density Residential  
West - RC – Moderate Density Residential

### DESCRIPTION:

The applicant, Kim Wanamaker, has requested a Special Land Use Permit for a group child care home for her home at 124 Julian Avenue. A *family* child care home has been operating on this site since February 16, 2013, and has been licensed by the State of

Michigan since then. Ms. Wanamaker filed an application for the required Special Land Use Permit for a group day care on January 29, 2014.

The following summary is provided for the proposed group child care home based on information provided by Ms. Wanamaker:

1. The home is a 1,215 square-foot, one-story with a full basement. Ms. Wanamaker intends on utilizing the two rooms within the basement of the home, measuring 18'x26' and 14'x14'.
2. Ms. Wanamaker intends to care for 12 non-family children, the maximum permitted per code for a group day care. As such, there could be as many as 24 trips to the home per day, including drop off and pick up for each child.
3. Ms. Wanamaker intends to be the sole employee of the group day care.
4. The anticipated hours of operation for the child care are from 7:30 a.m. to 5:30 p.m. on weekdays. The applicant has not expressed an intent of being open on weekends.
5. The back yard is fenced and contains playground equipment.
6. The applicant intends to make minor repairs to the house including new laminate floors, new cabinets for storage and replacing a sink in the bathroom.

The Zoning Ordinance defines a group child care home as follows:

“A private home in which more than six (6) but not more than twelve (12) minor children are given care and supervision for periods of less than twenty four (24) hours a day unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. Group child care home includes a home that gives care to an unrelated minor child for more than four (4) weeks during a calendar year.”

Attached to this staff report is an aerial photo, which illustrates the subject parcel. The Planning Department has not received any letters or phone calls in reference to the requested Special Land Use Permit.

#### **SIGNIFICANT ELEMENTS OF THE COMPREHENSIVE PLAN:**

The Generalized Future Land Use Map within the Delta Township Comprehensive Plan recommends that the subject parcel be developed with low density residential land uses.

## **RELEVANT ZONING ORDINANCE REGULATIONS:**

Group child care homes are permitted in the RC, Moderate-Density Residential, zoning district with a Special Land Use Permit as required by Section 18.11.0 G of the Zoning Ordinance. Section 18.4.0 of the Ordinance contains the general criteria that must be evaluated when considering Special Land Use Permit requests.

## **ZONING HISTORY:**

The home was built in 1965. Under the 1970 Zoning Map, the area in and around the subject parcel was zoned A, Single Family Residential. In 1974 a new Zoning Ordinance became effective and the subject parcel was zoned R3, Medium Density Residential. In 1990 the current Zoning Ordinance and Map became effective and the R3 zoning district was renamed RC, which is the current zoning classification on the property. The requested group child care home does not necessitate a change in the zoning classification on the property.

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## **TECHNICAL INFORMATION**

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### **UTILITIES:**

Water The existing single-family dwelling is connected to public water service. No changes to the existing public water service are required or anticipated.

Sanitary Sewer The existing single family dwelling is connected to public sanitary sewer. No changes to the existing public sanitary sewer service are required or anticipated.

Storm Drainage No additional impervious surfaces are anticipated as a result of the group child care home.

### **STREETS, ACCESS AND TRAFFIC:**

Access to the site is available via Julian Avenue, which runs north-south between Saginaw Highway and Michigan Ave. Julian Avenue is under the jurisdiction of the Eaton County Road Commission. There are no sidewalks along Julian Avenue but there are other sidewalks within the Oak Park Subdivision.

The 7<sup>th</sup> edition of Trip Generation, published by the Institute of Transportation Engineers, estimates that single family dwellings typically generate approximately 10 trips per day (being 5 round trips). The applicant has noted that there will be approximately 24 visits per day by parents in addition to the regular trips made by the homeowners.

## **REQUIRED PARKING:**

The Zoning Ordinance doesn't specify a certain number of parking spaces for group child care homes.

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## **MISCELLANEOUS**

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Staff has included three letters from the Department of Human Services regarding the initial family day care license, an inspection letter and a license renewal letter.

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## **STAFF ANALYSIS**

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Section 18.4.0 of the Zoning Ordinance specifies the general criteria that must be evaluated when reviewing special land use permit requests. These criteria are reviewed as follows:

**1. Compatibility with the Delta Township Comprehensive Plan and the intent of the Zoning Ordinance.**

The Generalized Future Land Use Map within the Comprehensive Plan recommends that the subject parcel be developed with low density residential land uses. Group child care homes are permitted in the Township's RC, Moderate Density Residential zoning district with a special land use permit.

The subject parcel is located on Julian Avenue in the older Oak Park subdivision. Child care homes are typically located in or near residential neighborhoods that generate the children which they serve.

**2. Compatibility with the existing or intended character of the area.**

In staff's opinion, the subject parcel is well situated to operate as a group child care home due to its location on Julian Avenue, which affords easy access to the property via Michigan Avenue or Saginaw Highway. The existing family child care facility has been in operation since February 16, 2013, and no comments or complaints have been received by the Township regarding the operation. The subject parcel is located less than a ¼ mile to the Colt Elementary School to the east and less than a ½ mile to the Winan's Elementary School to the west.

**3. Adequately served by public utilities and services.**

The subject parcel is served by public water, sanitary sewer and storm drainage. Fire Station #3 is located on Snow Road approximately ½ mile from the subject parcel.

**4. Effects on public health, safety, and welfare.**

In staff's opinion the location of the proposed group child care home will not result in a negative effect on the public health, safety or welfare.

**5. Section 18.7.0 (N) of the Zoning Ordinance contains the specific criteria that must be evaluated when reviewing special land use permit requests for a group child care home. These criteria are reviewed as follows:**

**1. The lot or parcel on which such use is located shall not be located closer than 1,500 feet, as measured along a street or road open to the public for vehicular traffic, to any of the following:**

**(a) Another group child care home (7-12 children)**

Staff has reviewed the current listing of group child care homes in Delta Township provided by the Michigan Department of Human Services (DHS). There are no group child care facilities within 1,500 feet of the subject parcel.

**(b) An Adult foster care small group home or large group home licensed under the Adult Foster Care Facility Licensing Act of 1979, PA 218, as amended.**

Foster care homes provide 24 hour care to residents who often are physically handicapped or elderly. There are no small or large adult foster care group homes within 1,500 feet of the subject parcel.

**(c) A facility offering substance abuse treatment and rehabilitation services to seven (7) or more people, licensed under Article Six (6) of the Public Health Code, 1978, PA 388, as amended.**

There are no substance abuse treatment facilities licensed in Delta Township.

**(d) A community correction center, resident home, halfway house, or other similar facility, which houses an inmate population under the jurisdiction of the Michigan Department of Corrections.**



There are no correction centers, halfway houses or similar facilities under the jurisdiction of the Michigan Department of Corrections located in Delta Township.

**2. The property shall be maintained consistent with the visible characteristics of the neighborhood.**

The appearance of the home will not change as a result of the change from a family day care to a group day care. The existing rear yard fencing and playground equipment will remain.

**3. The hours of operation of the use shall be limited to sixteen (16) hours per twenty-four (24) hour day. The Township may limit, but not prohibit the operation of Group Child Care Homes between the hours of 10:00 p.m. and 6:00 a.m.**

Ms. Wanamaker has indicated that she anticipates that her home will open at 7:30 a.m. and close at 5:30 p.m. M-F, which totals twelve (10) hours per day. She has not indicated that the day care will be open on weekends.

**4. The use shall be licensed by the State of Michigan.**

The current operators of the family day care home have an active license from the Michigan Department of Human Services, Bureau of Children and Adult Licensing, Child Care Division.

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**STAFF RECOMMENDATION**

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The following motion is offered for the Planning Commission's consideration:

"I move that the Delta Township Planning Commission recommend **approval** of the Special Land Use Permit (Case No. 1-14-2) requested by Kim Wanamaker for a group child care home at 124 Julian Avenue for the following reasons:

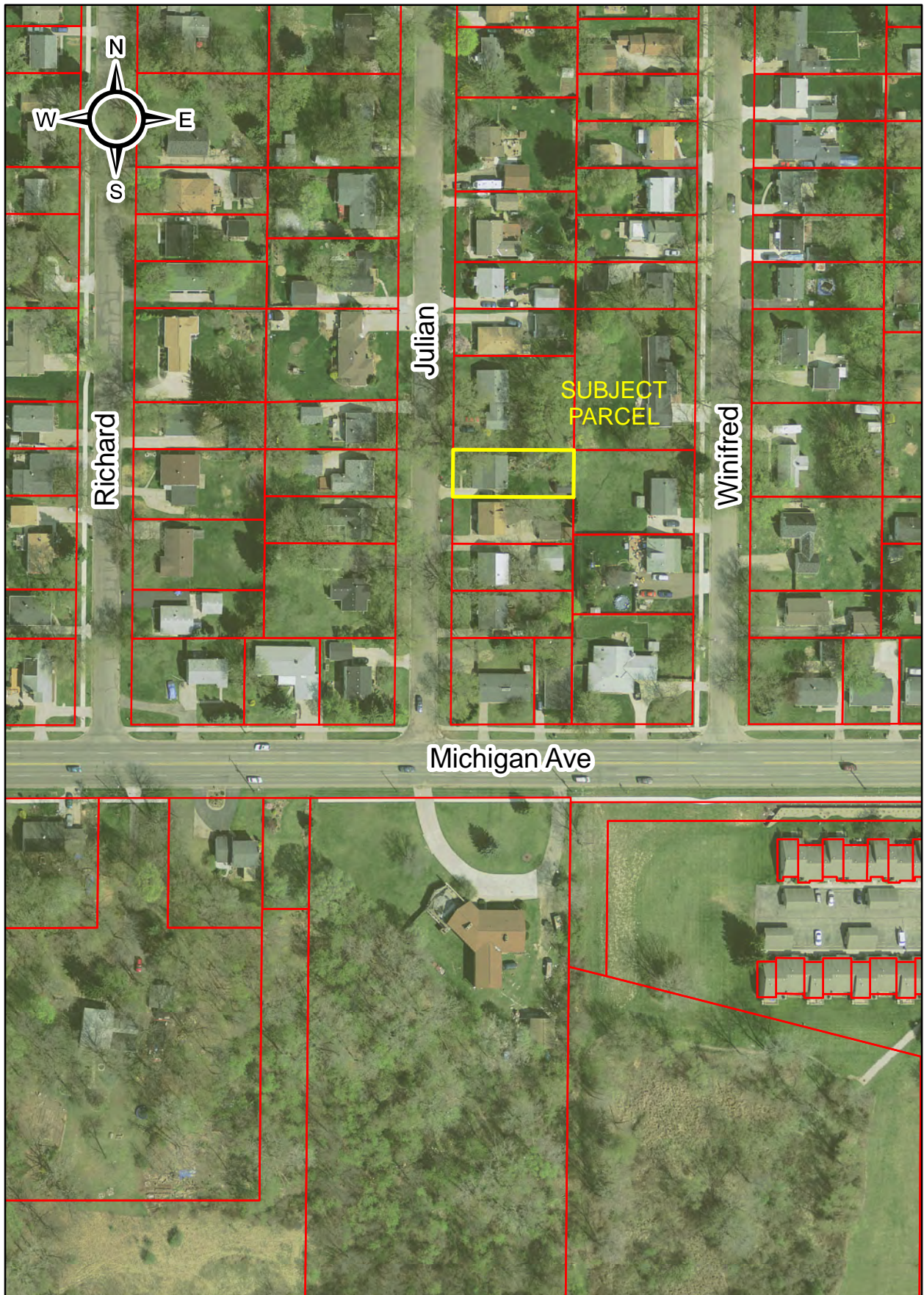
1. The request is consistent with the provisions of the Delta Township Comprehensive Plan and the Zoning Ordinance.
2. The group child care home can be operated such that it is compatible with surrounding land uses.
3. The group child care home is adequately served by public services and utilities.

4. The group child care home complies with the specific requirements for group child care homes as required by Section 18.7.0 N of the Zoning Ordinance.

The Special Land Use Permit is recommended for approval subject to the following stipulation:

1. Failure of the applicant to comply with any of the provisions required by the Zoning Ordinance, or any stipulations required by the Delta Township Board, shall constitute grounds for termination of this permit by the Township Board.”

K:\Planning\Chris Gruba\SLU's\124 Julian - group day care (Wanamaker)



124 Julian - Group Day Care

Case No. 1-14-2

Aerial Location Map

1 inch = 150 feet

0 75 150 300 Feet



January 28, 2014

124 Julian  
Lansing, MI  
48917

SUBJECT: 124 Julian – Group Childcare Home

Dear Ms. Wanamaker,

As we discussed on the phone today, please respond to the questions below. For this to be heard before the Planning Commission on February 24, please submit answers to the following questions regarding the childcare home no later than January 29, 2014.

Thank you.

1. How many non-family children will be in the group day care? (Can be up to 12)  
**Answer: 12**
2. Which rooms within the home will be used for the group day care? (Please include room sizes)  
**Answer: 2 rooms within the basemen of home, they measure 18X26 and 14X14**
3. How many people will be employed in the group day care?  
**Answer: 1**
4. Please describe any alteration to the home or property for the group day care (fence, equipment)  
**Answer: New floors (lamineate), replace existing commode and sink in bathroom, new upper cabinets for storage. The yard is already fenced in, playground is already in place and storage shed is already in place.**
5. How many customers will there be per day?  
**Answer: 12**
6. What are the days and times that the group day care will be open?  
**Answer: Monday – Friday 7:30am to 5:30pm**
7. Do you have the licensing required by the State of Michigan? (If so, please include copy)  
**Answer: Yes, license # DF230305892 . I have been a home daycare provider since 7-25-1996.**
8. Will there be any outdoor storage of supplies or equipment related to the group day care?  
**Answer: There is already a playground and storage shed in place.**

Christopher Gruba  
Planner  
(517) 323-8560  
cgruba@deltami.gov

7710 West Saginaw Highway • Delta Township, Michigan 48917-9712  
517-323-8560, Ext. 293 • Fax: 517-327-8599 • E-mail: mgraham@deltami.gov





STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

April 22, 2010

Kimberly Wanamaker  
124 Julian  
Lansing, MI 48917

RE: Registration # DF230305892  
Wanamaker Kimberly M  
124 Julian  
Lansing, MI 48917

Dear Mrs. Wanamaker:

This letter is a follow-up to the department's findings regarding the 90 day inspection conducted at your home on 04/21/2010. The purpose of this inspection was to determine compliance with applicable licensing statutes and rules for Family and Group Child Care Homes.

**A. Description of Facility**

Ms. Wanamaker resides in a two-story home with a basement. Only bedroom one on the main level is approved for child care use. All of the rooms in the basement except the utility room are approved for child care and exceed the 35 sq. ft. requirement for each child. The two exits from the basement are the steps leading to the main level and a clearly marked egress window leading to the north side of the house. The egress window has steps and a platform that are permanently attached to the wall and floor and there is a window well with built in stairs leading to ground level. The upper level is not approved for child care use.

The family home operates from 7:30am to 5:30pm Monday through Friday and serves children birth to 5 years of age. Ms. Wanamaker was previously registered as a family home (DF230072317), which is currently closed. She is not a licensed children's foster parent. Ms. Wanamaker has valid CPR, first aid and blood-borne pathogen training.

Ms. Wanamaker uses her fenced backyard for the outdoor play area. There are no water hazards or any other obvious outdoor hazards.

Pets in the home include three cats. There are no fireplaces, wood burner stoves, hot tubs or spa pools in the home.

A radon test was completed in basement of home on 05/30/06. The radon results were 3.4pCi/L, which is within the rule requirement.

There have not been any rule variances granted.

## **B. Rule/Statutory Violations**

There were no rule violations.

The department provides technical assistance to meet the licensing requirements and consultation to improve services.

In order to assess and improve the quality of the licensing process, the Bureau of Child and Adult Licensing would appreciate your feedback. Please go to our Web site, [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare) and click on **Licensing Inspection Questionnaire** under "Contact Us" to complete a brief survey.

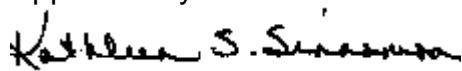
Please feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (517) 241-2585.

Sincerely,



Darlese Barnes, Licensing Consultant  
Bureau of Children and Adult Licensing  
7109 W. Saginaw  
P.O. Box 30650  
Lansing, MI 48909-8150  
(517) 241-7786

Approved By:



04/22/10

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Kathleen S. Sinnamon  
Area Manager

Date



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

February 17, 2010

Kimberly Wanamaker  
124 Julian  
Lansing, MI 48917

RE: Application #: DF230305892  
Kimberly M. Wanamaker  
124 Julian  
Lansing, MI 48917

Dear Mrs. Wanamaker:

Based upon your written statements of compliance with the Family Day Care Home Rules, your Certificate of Registration will be issued. Your registration number is DF230305892. Your capacity is for not more than 6 unrelated day care children at any one time.

An inspection will occur within the next 90 days. At the inspection, your licensing consultant will assess compliance with the administrative rules, which will include an inspection of your home, the equipment you have for the children, and the following information:

- ✓ Child Information Cards (BCAL-3731)
- ✓ Training Documentation
- ✓ Written Discipline Policy
- ✓ Written and posted Emergency and Evacuation plans for Fire, Tornado, and Serious Illness/Accident.

Remember, your Certificate of Registration is valid only at your present address and is nontransferable.

Consultation and technical assistance services are available to assist you in maintaining and enhancing your day care program.

Please feel free to contact this office with any questions.

Sincerely,

Sharran Siedelberg, Licensing Unit  
(517) 241-7490



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

January 17, 2013

Kimberly Wanamaker  
124 Julian  
Lansing, MI 48917

RE: Registration #: DF230305892  
Wanamaker Kimberly M  
124 Julian  
Lansing, MI 48917

Dear Mrs. Wanamaker:

Your Family Child Care Home Certificate of Registration is renewed based on the application documents you submitted to this office. An on-site inspection and assessment of rule compliance was not completed for this renewal.

The Certificate of Registration is valid only at the address printed on the certificate and is nontransferable. If you plan to move, please notify us at least 30 days in advance.

You will be receiving the Certificate of Registration in the mail. Please review it for accuracy.

Per MCL 722.113g, this letter and any related corrective action plans must be filed in your Licensing Notebook.

Please feel free to contact this office with any questions.

Sincerely,

Darlese Barnes, Licensing Consultant  
Bureau of Children and Adult Licensing  
7109 W. Saginaw  
P.O. Box 30650  
Lansing, MI 48909  
(517) 899-5695



## MEMO



TO: Richard Watkins, Township Manager  
Tom Morrissey, Utilities Director

FROM: Gary Arnold, P.E.

DATE: February 21, 2014

SUBJECT: Recommendation for Acceptance of Bid  
Skyway Lane Pump Station Replacement

On February 20, 2014, the Township received three (3) bids for the replacement of the Skyway Lane Pump Station on Old Lansing Road. Bids were solicited from four (4) contractors that were prequalified by the Township Utilities Director and Township Engineer. Three (3) bids were received, including the following:

E.T. MacKenzie Company	\$147,220.00
Davis Construction	\$177,000.00
Barnhart & Son	\$194,000.00

### Recommendation for Acceptance of Bid

The Township has had very good experience with E.T. MacKenzie over the past 20 years; they were the contractor that completed a similar project for the Township on the old Lansing Road lift station a few years ago.

Based upon the submitted bids, I recommend the contract for the Skyway Lane Lift Station Replacement be awarded to E.T. MacKenzie Company in the amount of \$147,220.00. A Board resolution reflecting this recommendation is offered below:

**“I move that Delta Charter Township accept the bid from E.T. MacKenzie Company for the replacement of the Skyway Lane Pump Station, as outlined in their bid dated February 20, 2014, in the amount of \$147,220.00.**

**I further move that the Township Manager be authorized and directed to sign the necessary documents related to the Skyway Lane lift Station Replacement project.**

cc: Jen Roberts, Deputy Township Manager



## MEMO

TO: Township Board  
Delta Township

DATE: February 28, 2014

FROM: Jen Roberts  
Deputy Township Manager

RE: Noise Waiver Request for MDOT

The Michigan Department of Transportation has applied for a special permit to waive the requirements of the Noise Ordinance while they install cable guardrail in the general median area on I-96. This will allow the contractor to perform drilling into soil, concrete placement and equipment back-up alarms during nighttime hours while traffic volumes are at their lowest.

It should be noted that there should be no grinding of the pavement surface or jackhammer type work, and the vast majority of the work will be done during normal daylight hours, with minimal work at night.

The proposed waiver will be from 10:00 p.m. through 7 a.m., and will begin approximately April 15 and continue through August 1, 2014. The Township noise ordinance currently allows the proposed noise from 7:00 a.m. to 10:00 p.m., at a decibel limit of 60dB at a distance of 50 feet from the source of the

We have notified all the property owners within 300 feet of I96 where said work will be done, of this request. (Copy attached) At the time of this memo, we have not received any comments or complaints from those notified.

Therefore, we offer the following:

“I move that the Township Board of the Charter Township of Delta approve the request by MDOT for a waiver of the Noise Ordinance between the hours of 10:00 p.m. and 7 a.m. p.m. beginning around April 15, 2014.”

February 21, 2014



Re: Petition by the Michigan Department of Transportation (MDOT)  
To Waive the Delta Township Noise Ordinance

Dear Property Owner/Tenant:

MDOT has requested a special permit from the Delta Township Board to waive the requirements of the Noise Ordinance while they install cable guardrail in the general median area on I-96. This will allow the contractor to perform drilling into soil, concrete placement and equipment back-up alarms during nighttime hours while traffic volumes are at their lowest. It should be noted that there should be no grinding of the pavement surface or jackhammer type work, and the vast majority of the work will be done during normal daylight hours, with minimal work at night.

The proposed waiver will be from 10:00 p.m. through 7 a.m., and will begin between April 15 and continue through August 1, 2014. The Township noise ordinance currently allows the proposed noise from 7:00 a.m. to 10:00 p.m., at a decibel limit of 60dB at a distance of 50 feet from the source of the sound producing equipment. MDOT is requesting a special permit from 10:00 p.m. until 7:00 a.m. effective from April 15 through August 1, 2014, to install cable guardrail on the entire stretch of I-96 in Delta Township.

On March 3, 2014, the Township Board of the Charter Township of Delta will consider MDOT's request for a temporary waiver of the Noise Ordinance. The meeting will be held at 6:00 p.m. in the Administration building located at 7710 W. Saginaw Highway, Delta Township, Michigan. The meeting room is located on the west end of the Administration Building on the second floor. Parking is also available on the west end of the building. All are welcome to attend this meeting.

If you have questions, or wish to comment on this request, please contact our office at (517) 323-8590, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., or send your comments by e-mail to [kgilreath@deltami.gov](mailto:kgilreath@deltami.gov).

Sincerely,

*Richard Watkins*

Richard Watkins  
Township Manager

7710 West Saginaw Highway • Delta Township, Michigan • 48917-9712  
Information Ph: 517-323-8500 • Fax: 517-323-8599  
[www.deltami.gov](http://www.deltami.gov)



Virg Bernero, Mayor  
Brett Kaschinske, Director

## PARKS AND RECREATION DEPARTMENT

Administration Office

200 N. FOSTER

LANSING, MICHIGAN 48912-4104

(517)483-4277 (Voice)

(517) 483-4473 (TDD)

(517) 377-0180 (FAX)

February 21, 2014

Mr. Richard Watkins, Township Manager  
Delta Township  
7710 West Saginaw Hwy.  
Lansing, MI 48917

Mr. Watkins:

Delta Township and the City of Lansing have agreed to a two year extension on the lease for Grand Woods Park. The agreement also includes a commitment from Delta Township to pay for the appraisal of the property.

Delta Township will continue to be responsible for the park maintenance as outlined in the original agreement and until such time as the extension has been signed.

The City of Lansing is preparing the extension agreement and will be providing it to Delta Township for signatures.

If I am able to answer any questions you may have or provide additional information, please do not hesitate to contact me at 483-4042.

Sincerely,

Brett Kaschinske, Director

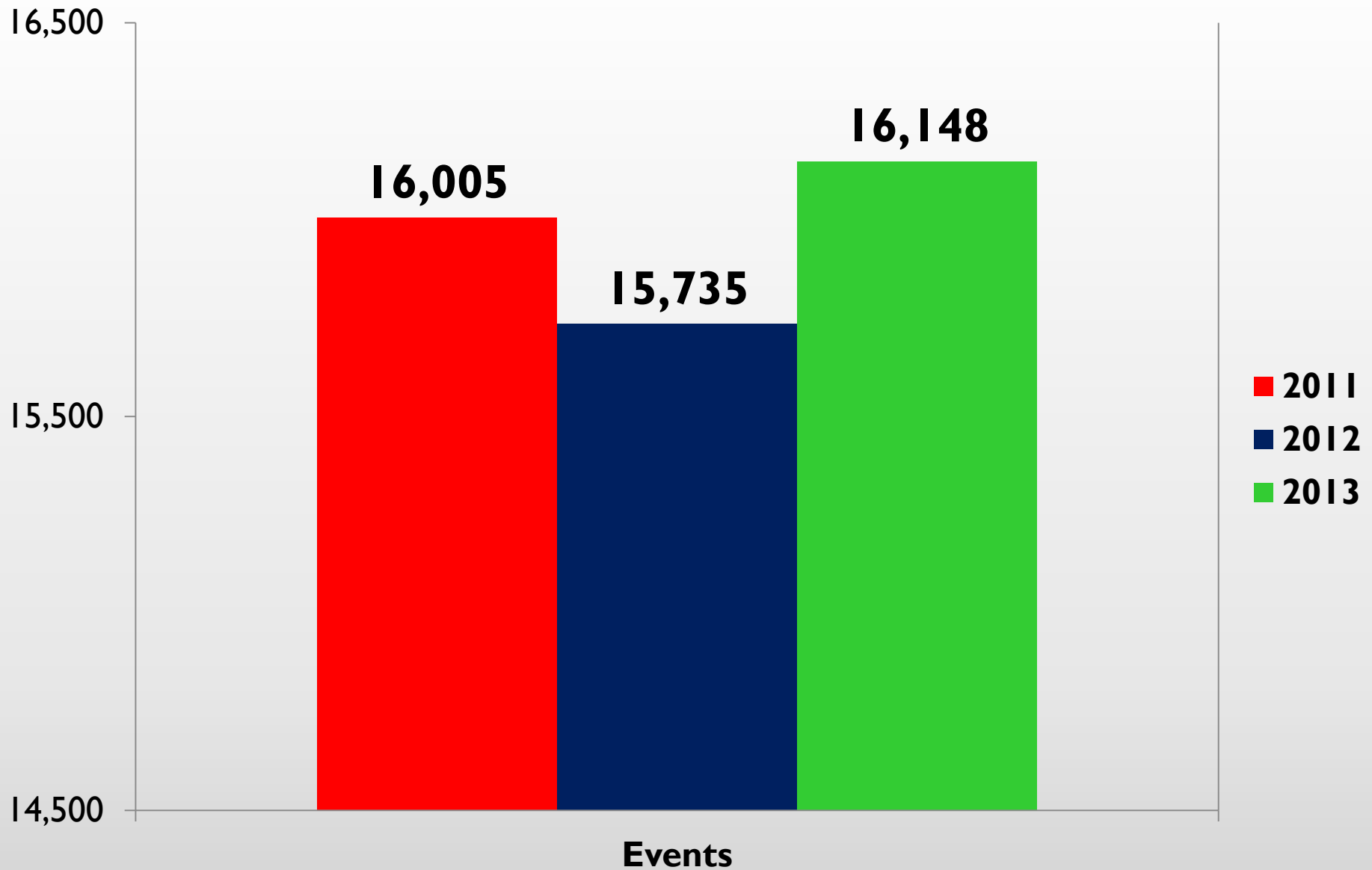
“Equal Opportunity Employer”



# 2013 Delta Patrol Annual Report

**Lt. Jeff Campbell**

# Event Report 2011-2013\*



\*Includes all events either self initiated or dispatched to Delta Patrol, excluding traffic stops.

# 2011-2013 Crime Statistics

Homicide

Kidnapping / Abduction

Criminal Sexual...

Robbery

Assault (including...

Arson

Burglary

Larceny

Larceny from Auto

Vehicle Theft

Fraud, Forgery, U&P

Embezzlement

Vandalism/Malicious...

Retail Fraud

Drug Offenses

Operating While Intox

Traffic Offenses

All Other Offenses

Non-Criminal

VIOLENT

NON-VIOLENT

Total Criminal Calls

2011

2012

2013

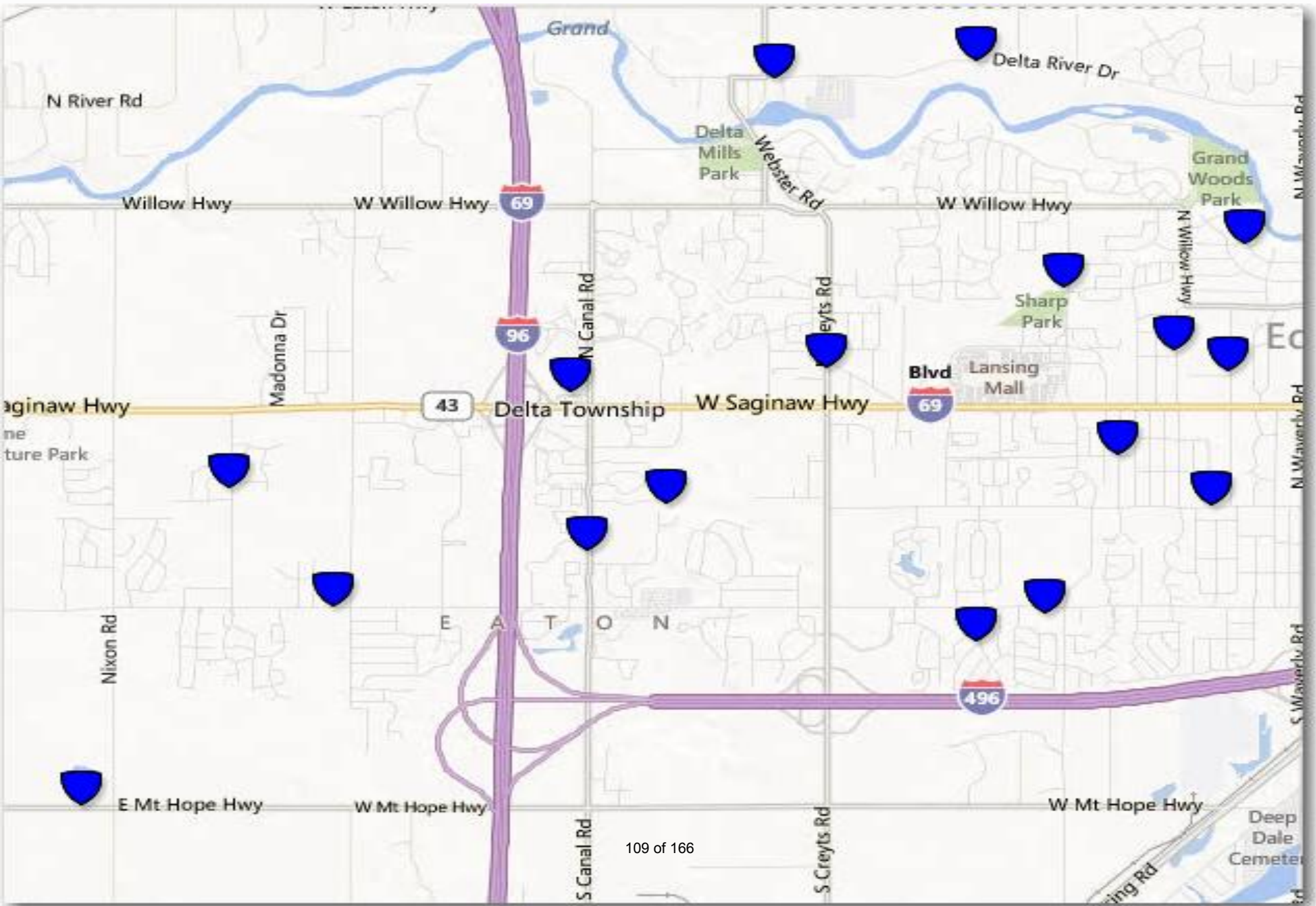
# 2013 Delta Patrol Objective #1

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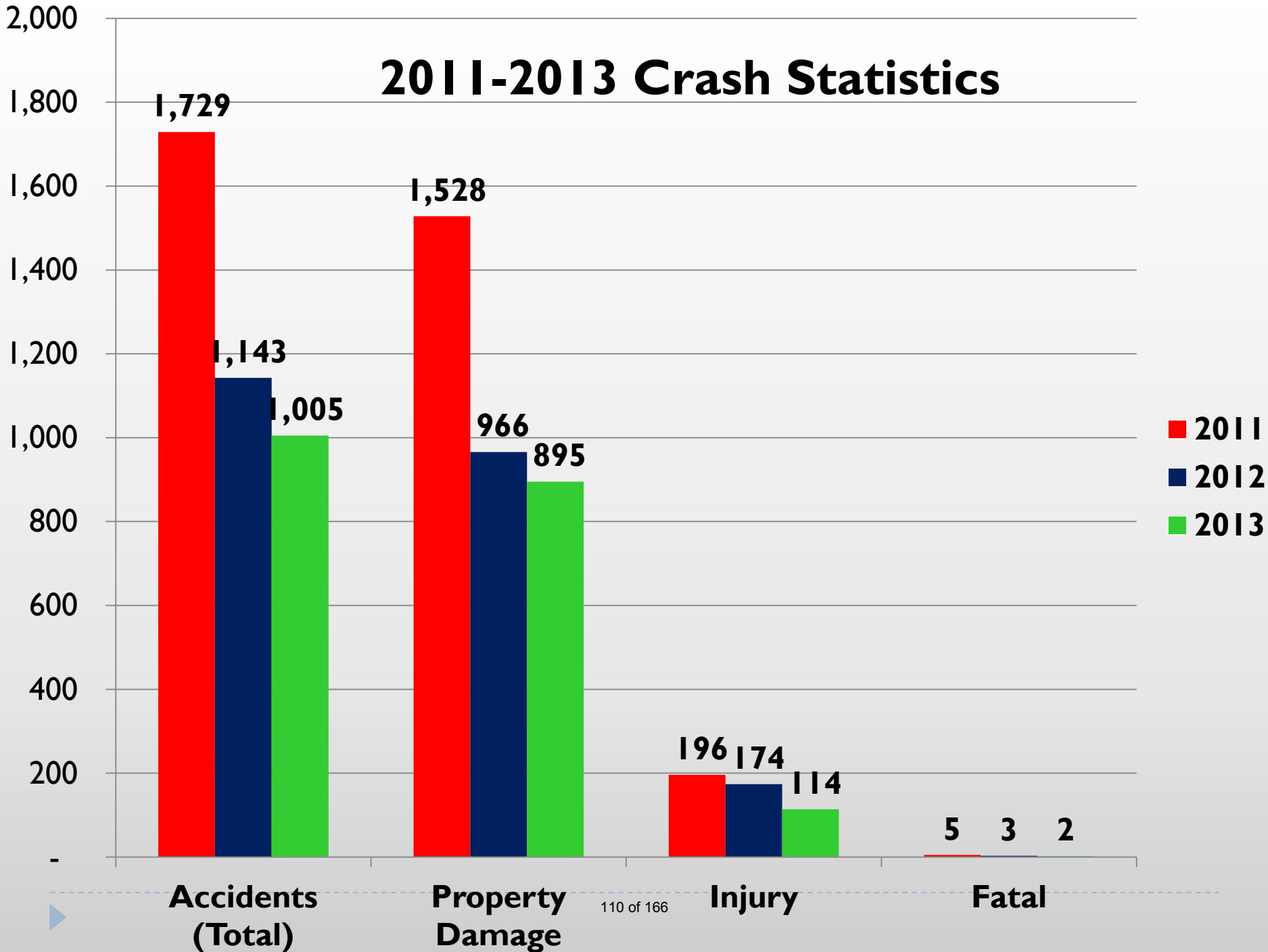
- ▶ Reduce the number of traffic crashes in Delta Township through directed patrols and enforcement, and community education.
- ▶ Efforts included:
  - ▶ Saginaw Hwy Enforcement focus
  - ▶ Office of Highway Traffic Safety grant funded seatbelt and drunk driving focus patrols.
  - ▶ Traffic Safety updates and information distributed through social media and traditional news media.
  - ▶ Speed Signs – traffic calming & collecting traffic & speed data in areas where we receive complaints about speeding.
- ▶ Result – 12% reduction.



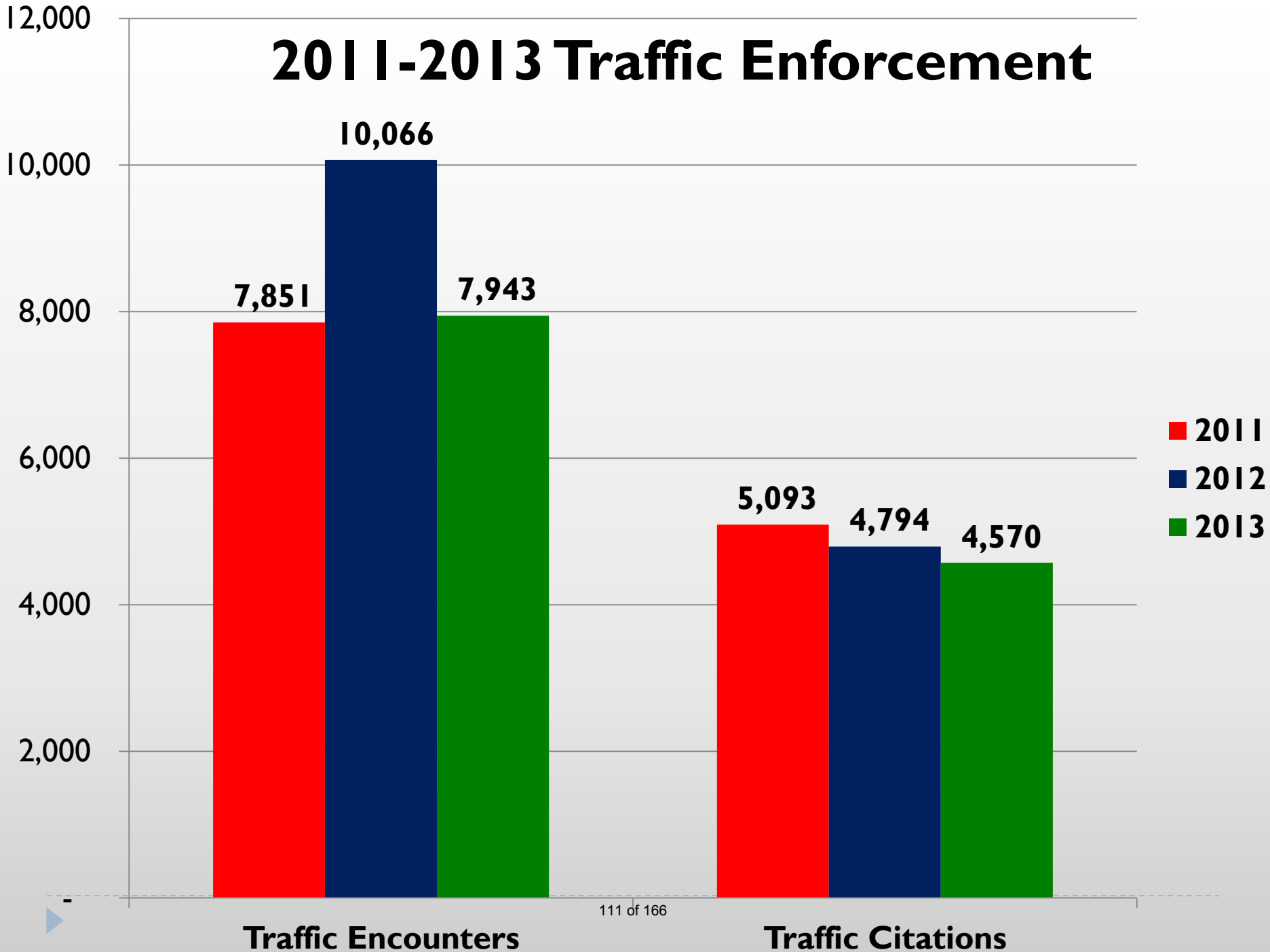
# Speed Display Sign Locations Used in 2013

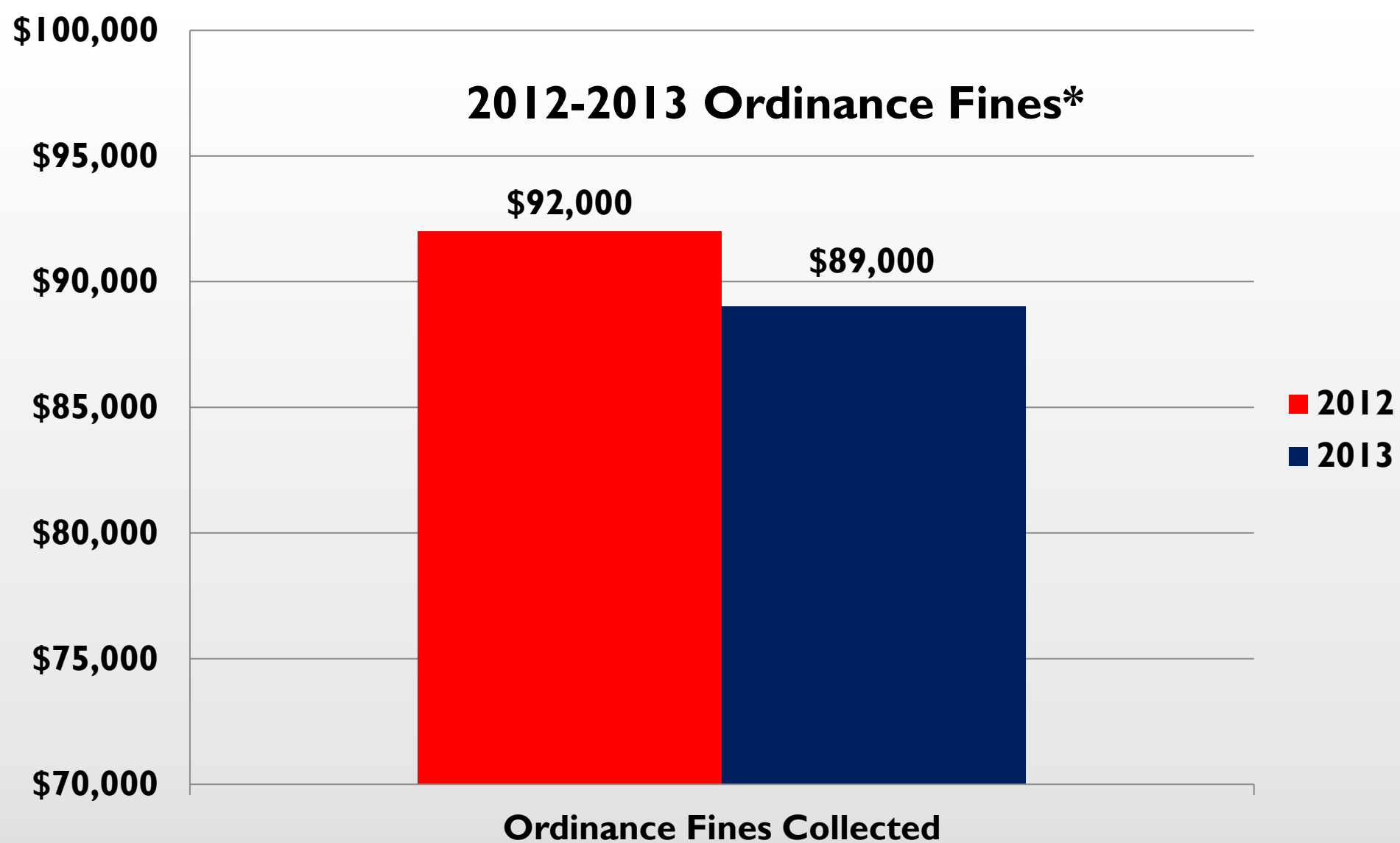


# 2011-2013 Crash Statistics



# 2011-2013 Traffic Enforcement





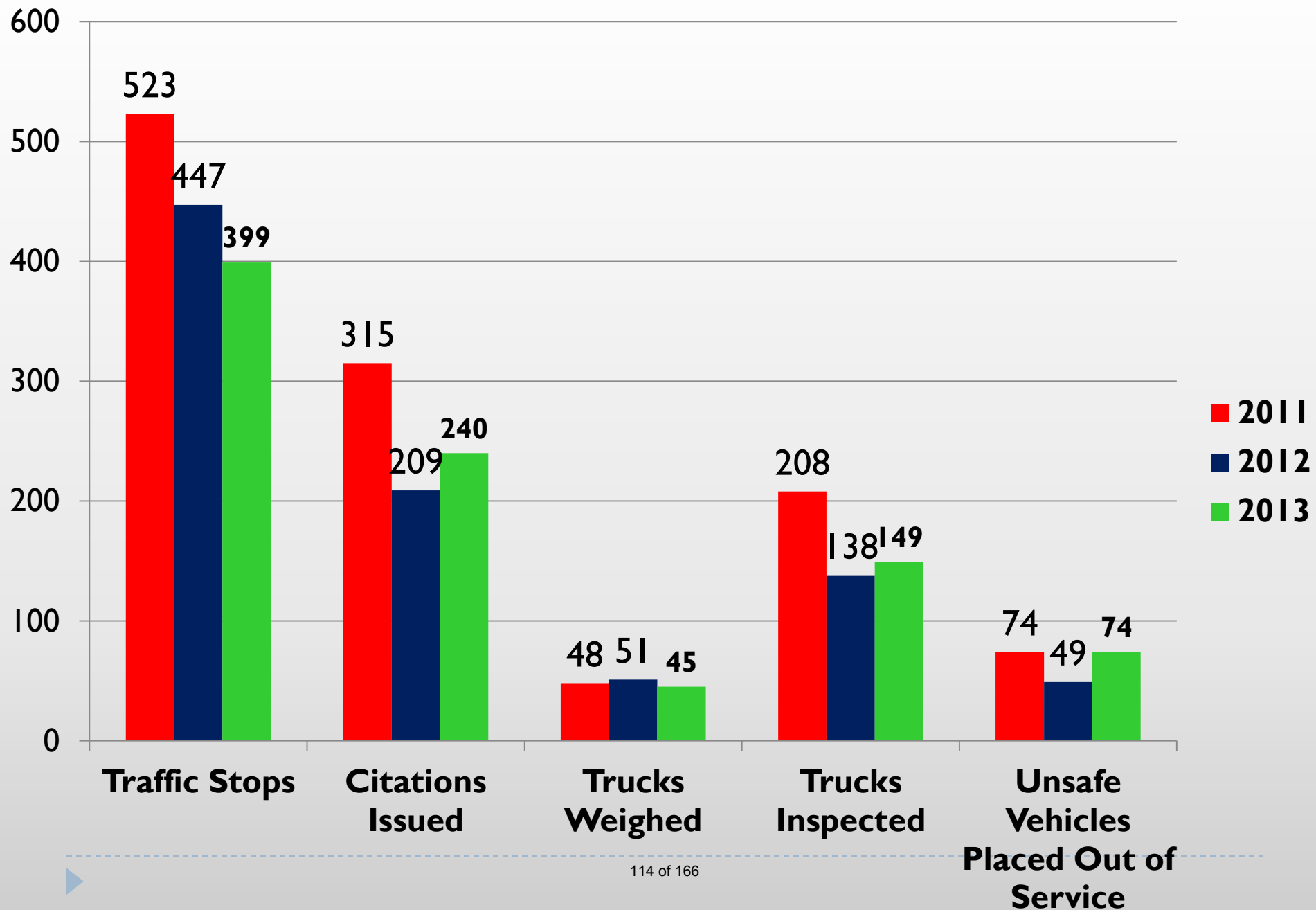
\*Reflects Delta Township net portion of fines collected after payment to Eaton County Prosecutor.

## 2013 Delta Patrol Objective #2

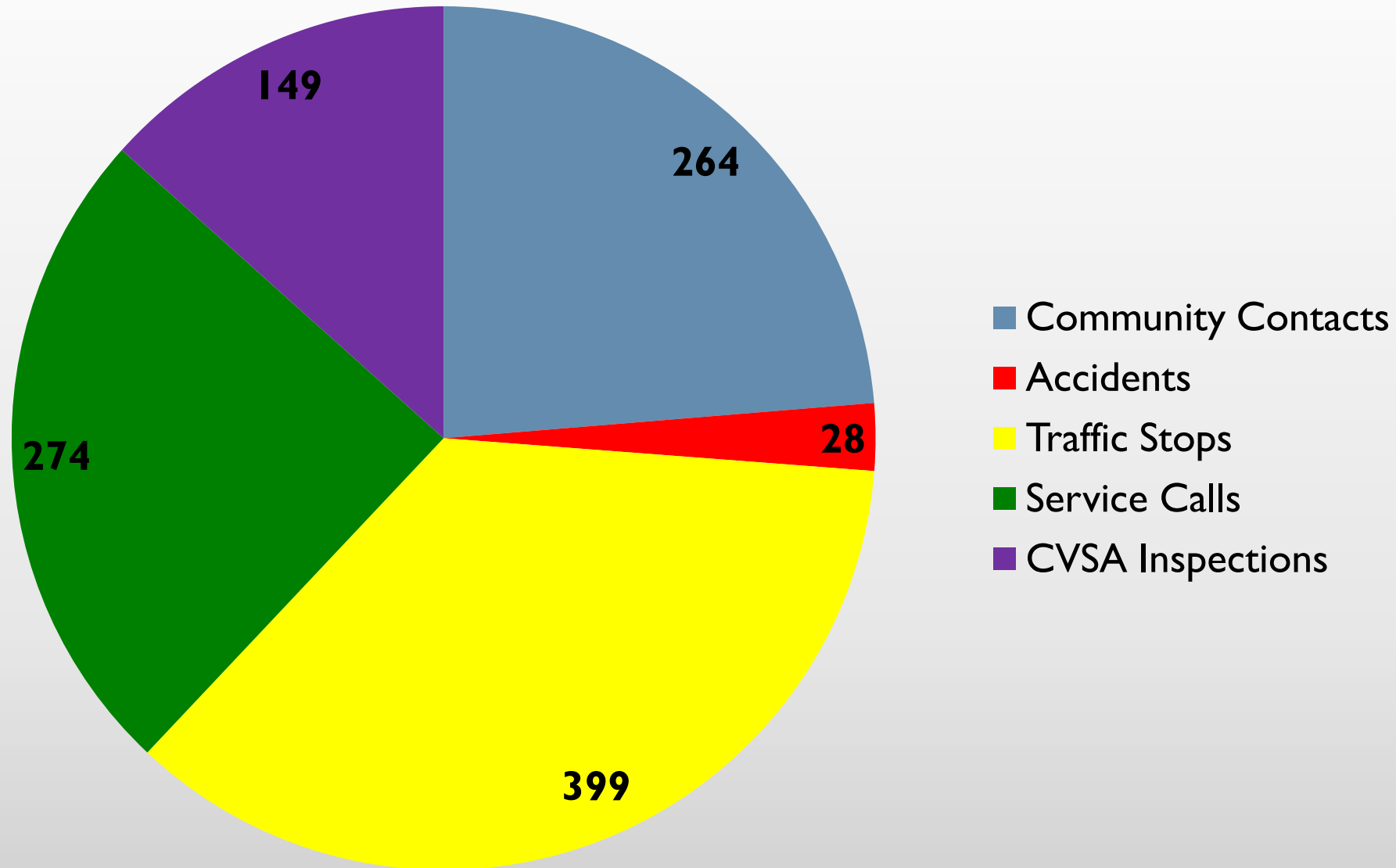
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- ▶ Increase commercial motor vehicle inspections (CMV) by 10% to ensure the safety of motorists traveling in Delta Township and to preserve the infrastructure of the roadways.
- ▶ Result:
  - ▶ 7% increase from 2012 in vehicle inspections.
  - ▶ 33% increase in unsafe vehicles out placed “out of service.”
  - ▶ 13% increase in CMV citations issued.

# 2011-2013 Commercial Vehicle Enforcement



# 2013 CMV Activity Breakdown



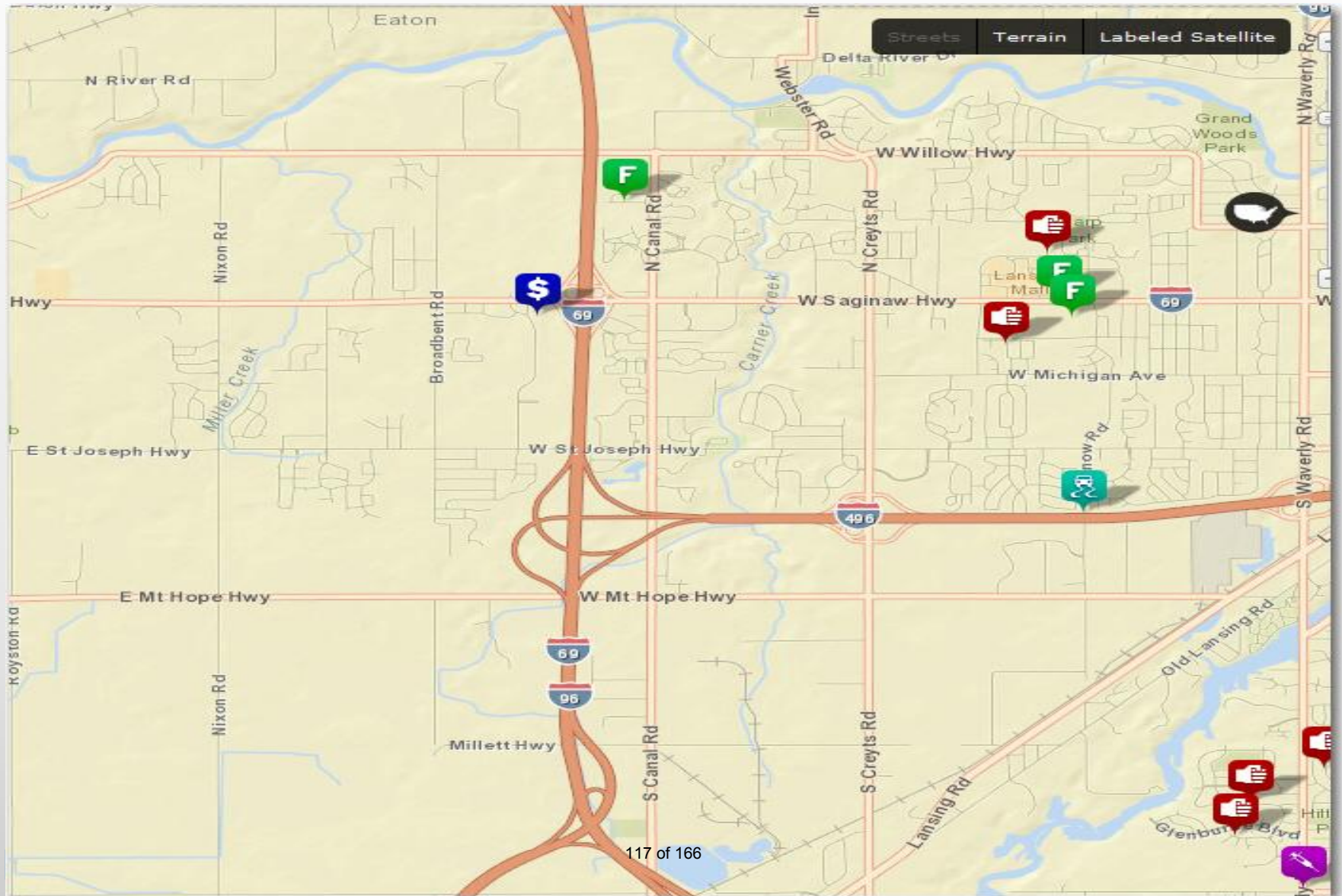
# 2013 Delta Patrol Objective #3

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- ▶ Increase efforts to provide information to the Delta Township community regarding traffic safety and crime prevention services through the use of education presentations, internet, and social media sites such as Facebook & Twitter.
  - ▶ Facebook – 3,760 current page “likes” – up from 1,493 on 1/1/2013.
  - ▶ Twitter – 574 followers – up from approx. 300 on 1/1/2013.
  - ▶ YouTube – ECSO produced and released 7 PSA videos.
  - ▶ Website – updated & redesigned in 2013.



# CrimeMapping.com



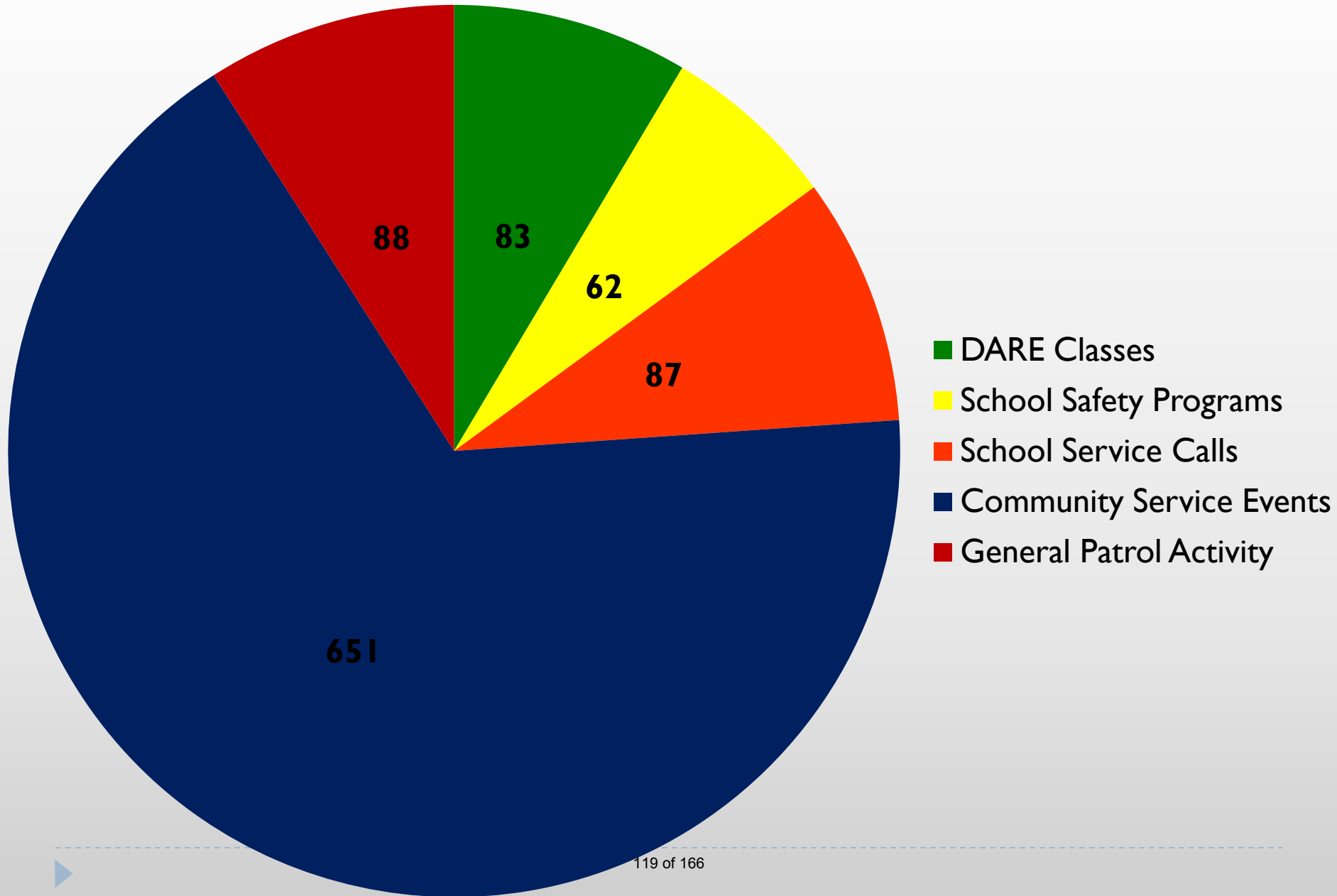
The Nixle logo is centered in the upper half of the image. It features the word "nixle" in a stylized font. The letters "n", "i", "l", and "e" are green with a white outline. The "x" is orange with a blue dot in the center. A bright white lightning bolt strikes down through the "x" and extends across the background.

# nixle

Emergency Alerts  
by email or text message

**Sign up today »**

# 2013 Community Services Activity



# 2013 Delta Patrol Objective #4

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- ▶ Increase the number of bicycle patrol hours by 10% in Delta Township neighborhoods, parks and pathways.
- ▶ Result: 309 hours – increased from 247 hours in 2012.





## 2013 Delta Patrol Objective #5

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- ▶ Provide for efficient, effective cooperation and response to incidents/events where two or more public safety agencies are required through joint training and pre-operational planning.
- ▶ June 2013 – Day long joint tactical team training scenario held in Delta Township involving officers from Eaton County, Clinton County, Lansing, East Lansing, Ingham County & MSU.
- ▶ November 2013 – Active Violence training scenario held at Lansing Mall. Involved ECSO, Delta Fire, Lansing Mall & Mall Security.
- ▶ Participation in Violent Crime Initiative efforts led by Lansing PD. Operations conducted in both Lansing and Delta Twp in 2013.

# Notable Activity

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- New Delta Patrol Secretary Laura Baert hired in December.
- New Delta Patrol Deputies
  - Dan Anderson and Zach Johnson
  - First day with ECSO on 2/24/14
  - Will go through at least 16 weeks of field training & evaluation before being allowed to work solo.
- See attached document for 2013 Notable Activity list.

# Questions?

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## 2013 Delta Patrol Notable Activity

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- **January 2013 to present** - Improvement of social media program.
  - Conversion of Facebook and Twitter from Delta Township only to all of ECSO.
  - Nixle connected to Facebook/Twitter
  - YouTube videos filmed and posted
  - Implementation of Crimemapping.com
  - Implementation of Mobile Patrol
- **July through present** – Experimental Street Crimes Active Response (SCAR) team established.
  - Directed patrol efforts in “hotspot” crime areas of Delta Township.
- **March through September** - OHSP traffic safety grant seat belt and OWI enforcement conducted.
- **March 16** – A shooting occurred in the Lansing mall parking lot. One person was shot and seriously injured. After investigation by Detectives Buxton and Maltby, a suspect was identified and arrested.
- **March 22** – Arrest of a parolee near the Red Roof Inn by Deputy Tyrell and Deputy Travis after a report of the theft of lottery tickets and coins from the Speedway gas station on W. Saginaw Hwy. Suspect was charged with multiple crimes including safe breaking, larceny in a building, and retail fraud.
- **April 11** – After investigation by Detective Ted Johnson, the suspect in the embezzlement of funds from the Waverly Warrior Football League was charged with embezzlement over \$1000 From a Nonprofit or Charitable Organization.
- **April 25** – Deputy Rob Gillentine was awarded the Officer of the Year Award by the 40 & 8 Club of Lansing.
- **April 29** – Four suspects arrested by Delta Patrol deputies after being dispatched to a break-in in progress at 618 Renker Rd. stolen property and burglary tools were recovered.
- **May 18** - Bike Rodeo and Safety Fair organized by Deputy Vancore and conducted in cooperation with the Lansing Mall.
- **May 29** – Delta deputies arrested two suspects in several “quick change” scams that had occurred in various fast food restaurants in the Delta Township and Grand Ledge areas after Deputy Keast located the suspect vehicle in the parking lot of Motel 6.
- **July 3** – Yearly Delta Township fireworks event operation conducted successfully.
- **July 4** – Arrest by Delta Patrol deputies of two suspects in connection with a carjacking that occurred at the Westfield club apartment complex in Delta Township.
- **July 12** – Delta Patrol deputies responded to a report of vehicle break-ins in progress in the area of Michigan Avenue and snow road. Deputies apprehended two suspects and recovered numerous items stolen from area vehicles.
- **August 23** – While working on grant funded OWI enforcement overtime, Sgt. Scott Brooks and Deputy Rob Gillentine responded to a BOL broadcast by the Michigan State Police. They located and arrested a wanted criminal sexual conduct suspect that was traveling from the Grand Rapids area to the Detroit area. Sgt. Brooks received an award from OHSP for making this arrest while working on a grant funded OWI Enforcement detail.
- **September 28** – Deputies located and arrested a suspect in the arson of a motor vehicle that was parked in the Lansing Mall parking lot.



## 2013 Delta Patrol Notable Activity

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- **October 19** – Deputy Hilliker located and arrested suspects involved in a crime spree in Delta Township involving over 30 cases of MDOP, larceny from auto, and garage break-ins.
- **November 3** – An active violence response training exercise involving ECSO, Delta Township Fire Department, Eaton County Central Dispatch, and staff from the Lansing Mall and Lansing Mall Security. This exercise was held at the Lansing Mall.
- **November 12** – Arrest of home invasion suspect after investigation and surveillance by Detective Maltby resulted in catching a suspect in the act of breaking into a Delta Township home.
- **December 6** – Deputy Elbert Sidel and his new K9 partner Cash graduated K9 handler school.
- **December 7** – Annual Fill-A-Cop Car food drive event.
- **December 17** – Motel 6 Prostitution Sting. 9 arrests, 4 vehicles and \$1015 in cash seized.

# REPORT TO THE TOWNSHIP BOARD

## JANUARY 2014



# MISSION STATEMENT



“To provide library resources, services, and programs necessary to meet the evolving educational, recreational, and informational needs of the community.”

# FAST FACTS FROM 2013



CIRCULATION	338,323
-------------	---------

COLLECTION	75,722
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\*added over 6,000 items in 2013

LIBRARY CARD HOLDERS	32,952
----------------------	--------

\*4,000 more than 2012

MELCAT BORROWED	19,711
-----------------	--------

MELCAT LOANED	18,392
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# WEB ACCESS



WEBSITE VISITS

121,508

MOBILE WEBSITE VISITS

15,518

FACEBOOK FOLLOWERS

949

TWITTER FOLLOWERS

1,032

MANGO LANGUAGES

697 sessions

# ONLINE COLLECTIONS @ THE LIBRARY



## DOWNLOADABLE AUDIO BOOKS

Fully funded by the Friends of the Library

**2,263** titles available

**1,535** check outs in 2011

**2,414** check outs in 2012

**4,249** check outs in 2013

## DOWNLOADABLE EBOOKS

Mainly funded by the Friends

**3,964** titles available in 2011

**5,181** titles available in 2012

**7,706** titles available in 2013

2011

2012

2013

**6,076** check outs in

**12,738** check outs in

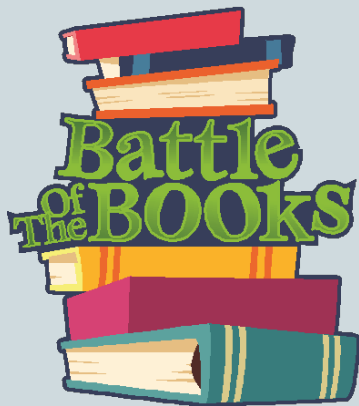
**17,748** check outs in



# SPECIAL EVENTS 2014



# ANNUAL EVENTS





# NEW THIS YEAR FUNDED BY THE FRIENDS



- ❖ ANCESTRY LIBRARY EDITION  
16,242 searches in 10 months
- ❖ FALL CONCERT SERIES



- ❖ ART SALE AND TEEN ART INSTALLATION



# WORKING WITH THE ECONOMIC CRIME UNIT (ECU)



**2013**

Value of items returned: \$22,266

Cash paid for unreturned items: \$2063

Rental fees paid: \$123

**Total ECU 2013: \$24,453**

**Total ECU 2010 – 2013: \$96,767**

# 2014



- 3<sup>rd</sup> Annual cook-off contest this year: potatoes!  
March 22
- Battle of the Books is bigger than ever  
Final Battle: March 8
- Other annual programs include:
  - ✦ Summer Reading
  - ✦ Friends summer book and bake sale
  - ✦ 5<sup>th</sup> annual Volunteer Fair
  - ✦ 9<sup>th</sup> annual Run For Reading 5k run/walk April 5
  - ✦ 7<sup>th</sup> annual Jingle Belle 5k for Women

# LIBRARY BOARD 2014



- Board changes in 2013 with Mike Moore retiring after 15 years and Cindy Peruchietti leaving the board at the end of her term
- Edith Suttles and Travis Radina joined the board in August 2013
- Travis left the board in February 2014 and was replaced by Douglas Drake
- The board will be working toward a strategic plan
- The board and the Library Director will be working on the budget, looking at short term and long term adjustments

# Community Development Annual Report

March 3, 2014

# Building Division Performance Indicators

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Building Permits Total	260	307	379
Building Permit Value	\$15.5 mil	\$34.0 mil	\$88.3 mil
Single Family Home Permits	16	19	49
Residential Condominium Permits	7	12	7
Total # of Inspections	7,312	7,524	7,310
Blight Complaints	98	86	60
Registered Rental Units	6,616	6,630	6,887

# Building Division 2013 Accomplishments

- Reviewed Plans & Inspected major projects: Magna/Norplas, Regal Theaters, Longhorn Steakhouse, ABC Plaza, Meijer Freezer Bldg.
- Pursued implementation of an Abatements Order process with District Court Magistrate
- Continued focus on West Saginaw Highway regarding blight, signs & snow removal
- Assisted in the remodeling of the Building Division area to accommodate Engineering Div

# Planning Division Performance Indicators

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Zoning Ordinance Amendments	4	3	3
Rezoning Applications Processed	4	1	1
Special Use Permits Processed	11	4	17
Zoning Enforcement Actions	38	20	65
Site Plans Reviewed	11	14	21
Completion of Electronic Scanning	65%	65%	85%



# Planning Division 2013

## Accomplishments

- Adoption of new Comprehensive Plan on January 28, 2013
- Assisted the Clerk's Office in the adoption of amendments to the Vending Ordinance
- Assisted the Township Attorney re. Stahlberg v Delta, Dog Grooming case
- Initiated code enforcement & ordinance review re. Nicole Schuiling's pot belly pig
- Drafted a Complete Streets Ordinance which was adopted by the Township Board
- Set up 3 meetings for residents with the Drain Commissioner regarding drainage concerns
- Provided reports re. DDA's, Corridor Improvement Authorities & Commercial Rehab Act

# Engineering Division 2013

## Performance Indicators

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Sidewalks Added	Zero	265 ft.	2,550 ft.
Pathway Added	5,280 ft.	Zero	1,700 ft.
Site Plans Reviewed	7	12	15
Engineering Project Hours	3,387	3,436	3,707
Abandoned Wells Plugged	5	14	9

# Engineering Division 2013

## Accomplishments

- Delta's new Municipal Utility Standards were adopted as drafted by the Township Engineer
- Assisted in the construction of the Library Pathway from Elmwood to Maycroft
- Drafted a Stormwater Management Plan for Township facilities as per Phase II requirements
- Provided assistance to the ECRC re. utility relocations for the St. Joe widening project
- Coordinated construction of a 16" water main along Broadbent Road north of St. Joe
- Coordinated water main replacement in the Huntington Acres Subdivision
- Assisted the consultant in the drafting of water main replacement plans: Claiborne Heights & Michigan Ave.
- Assisted the ECRC with the resurfacing of Elmwood Road north of W. Saginaw
- Coordinated the contractors for Year 2 of the 5 Year Sidewalk Repair Program

# Economic Development Division

## Performance Indicators

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Retention Visits	52	49	33
Sales Force Database Entries	475	517	556
Attendance at EDC Conferences	5	4	4
Responded to Site Search Requests	N/A	23	20
Grand Openings/Groundbreakings	N/A	8	12

# Economic Development Division 2013 Accomplishments

- Updated Sales Force database with 39 new businesses for 2013
- Made 53 informal “drop in” calls to businesses
- Assisted in the acquisition of easements for the Safe Routes to School Project
- Served as support staff to the Delta Township EDC
- Provided monthly updates to the Deltaside Association & Chamber of Commerce
- Continued marketing/retention efforts for West Saginaw Highway



# Delta Township Fire Department

## 2013 Accomplishments

## 2014 Work Plan & Goals

# Shared Services

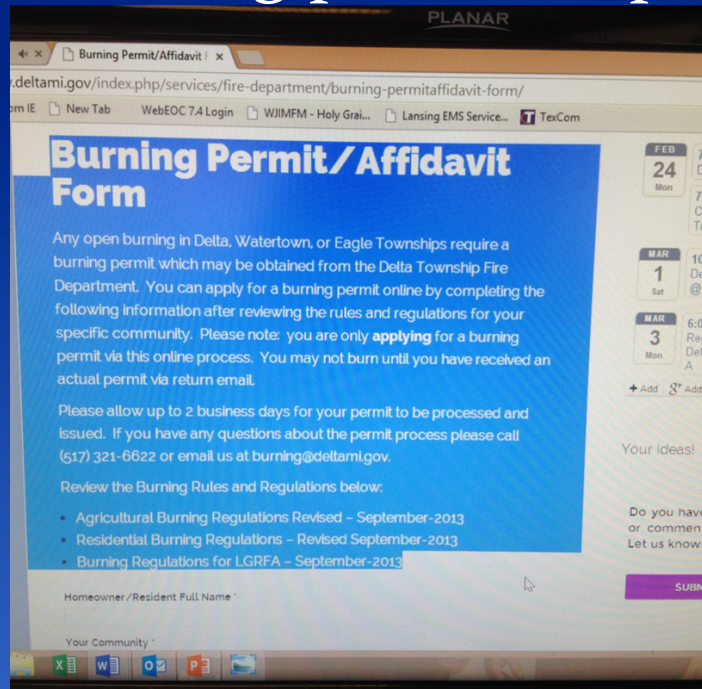
- Automatic Mutual(MABAS) in full force
- Adopted Blue Card Command Program
- Continued bi-monthly in Metro shared services initiative meetings
- Metro Joint fire investigation team established





# Customer Service

- On-line burning permit in place



- Implemented “one-stop” shop for all trades inspections and pre-plan review



# Administration

- Monthly Labor/Management Meetings
- Weekly Admin Staff Meetings
- Monthly Labor/Management Meetings
- Bimonthly Officer Meetings
- Metro, Clinton Co. & Eaton Co. Fire Chief's Meetings

# Personnel Changes

- Assistant Chief Mike Roman
- Training/EMS Captain Ken Van Hall
- Fire Inspector Mike Roberts
- Promoted:
  - 5 PM/FF to Engineers
  - 3 PT Firefighters to FT Paramedic/Firefighter
- Hired 6 PT Firefighters



# Accreditation

- Completed initial training/overview
- Rolled Out to Staff, Officers & Shift Personnel
- Initiated Accreditation Teams



# Training & Education



- Adopted/Updated training for TCEMCA Protocols
- Completed promotional testing for Capt., Lt., Engineer
- Provided more than 6,900 hours of training
- Coordinated Metro Training for Technical Rescue and Haz-Mat

# Training & Education

- IChiefs & FDIC
- DHS & State Homeland Security
- Brunacini/Hazard Zone



# Operations

- Completed staffing evaluation for additional Full-time Personnel (FY 2014)
- Completed re-districting of response zones
- Implemented Benchmarks for performance data



# Fire Prevention

- Inspectors Roberts, Ruster and Hatfield completed Plan Review training
- Adopted 2012 IFC and updated Delta Twp. FD Supplemental Rules & Regulations
- Completed 268 Inspections & 89 Plan Reviews
- Established Youth Fire Setter Intervention Program
  - 6 juveniles / 3 arson fires

# Fire Investigation

- Inspector Roberts completed Fire Investigator training
- Investigated 3 malicious false alarms
- Investigated 25 Fires, 1 Felony prosecution



# Apparatus and Equipment

- Placed 2 new Ambulances in Service
- Completed Radio Antenna/Repeater project in LGRFA area (CGAP funded)
- Initial planning & specs for new rescue-engine
- RE-aligned preventative maintenance & vendors

# 2014: Plan & Goals

## Shared Services

- Continuing discussion of opportunities at monthly meetings
- Evaluate/trial run of shared apparatus maintenance
- Evaluate potential for additional shared services in Eagle & Watertown (Permits and Inspections – Building & Fire)
- Evaluate internal (Delta Twp.) building and fire inspection opportunities

# 2014: Plan & Goals

## Customer Service

- Implement customer satisfaction tool & evaluation matrix
- Increase/encourage pre-plan submittal all trades meetings/clear expectations
- Improve/Re-vamp FD Website, include interactive links
- Increase social media interaction – You Tube, PSAs, Facebook

# 2014: Plan & Goals

## Administration

- Continue participation in current groups & internal agency meetings
- Actively seek out partnerships and opportunities with local businesses

# 2014: Plan & Goals

## Education/Training

- Develop mentor program
- Revise probationary and annual evaluation methods and benchmarks
- Completion of Blue Card IC by all officer
- Revise Testing (Entry & Promotional) to meet validation and contractual requirements

# 2014: Plan & Goals

## Accreditation

- Complete team formation
- Define Scope of project and set data points
- Review historical and current data and implement tracking
- Strategic Planning (1 year, 3 year)

# 2014: Plan & Goals

## Operations

- Overhaul of Essential SOGs, identify others for accreditation review
- Update Department rules & regulations
- Review/revise EMS, Fire, Haz-mat billing rates and procedures



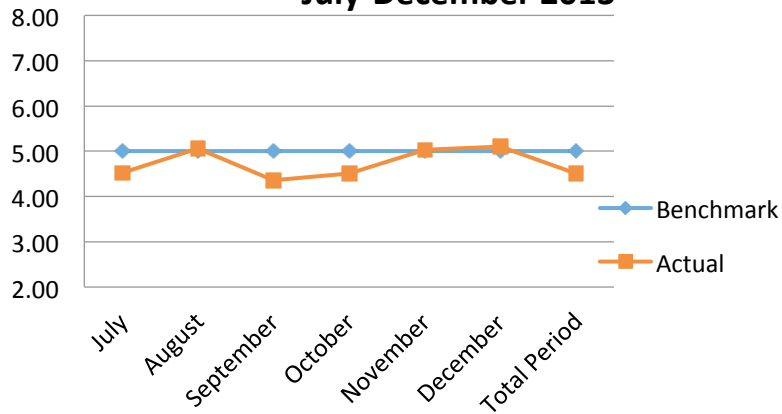
# 2014: Plan & Goals

## Fire Prevention & Investigation

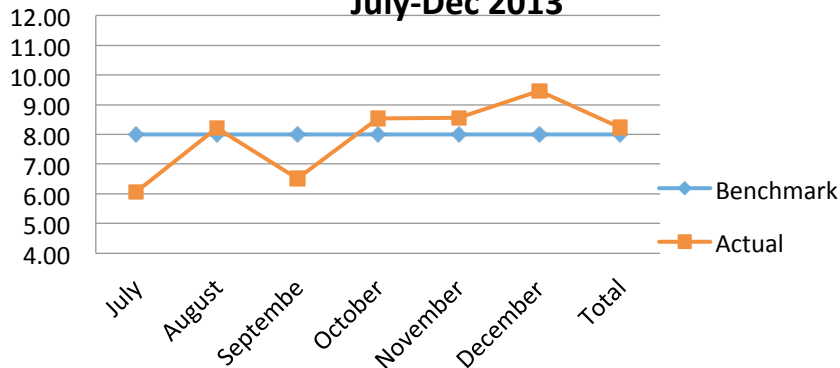
- Train two additional fire investigators
- Increase inspections by 25% over 2013
- Develop/Implement self-inspection program (small business & voluntary residential)
- Increase public education/awareness of fire prevention and code regulations
- Expand youth fire intervention program to include Metro partners



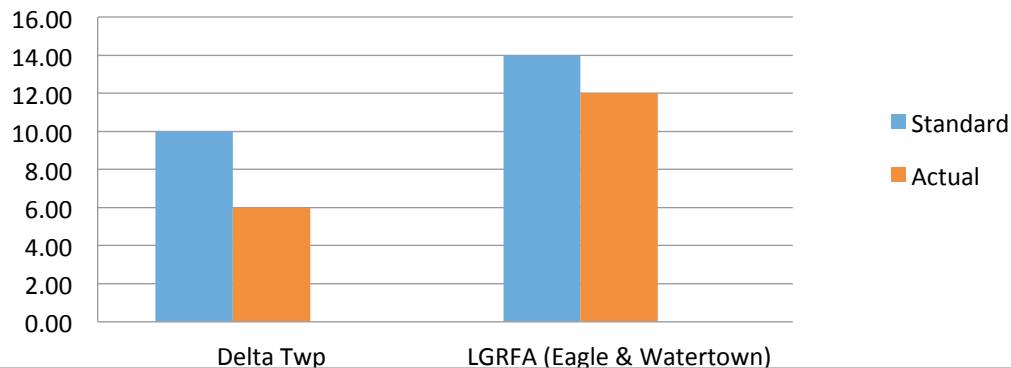
### EMS Average Response Times (Delta Twp) July-December 2013



### EMS Average Response Times (LGRFA) July-Dec 2013



### Structure Fire Response - 1st Unit on-scene July - December 2013



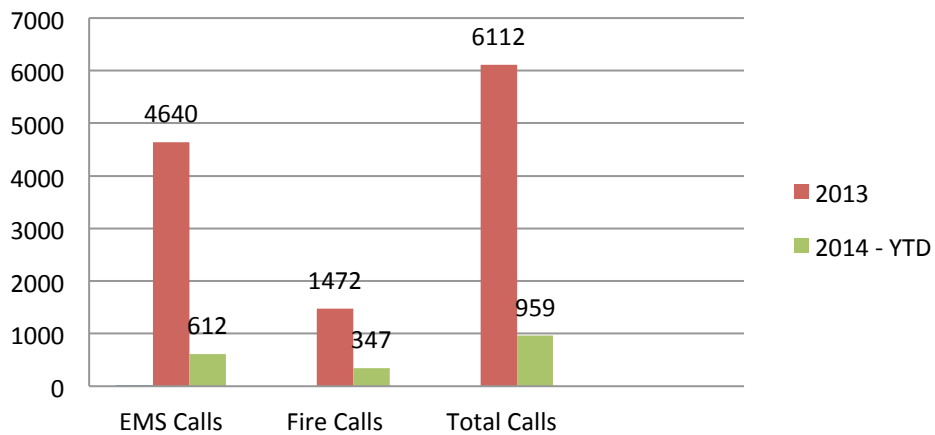
#### Fire Response Standard: NFPA 1720

- **Suburban Zones (Delta Twp):** 500-1000 people/sq. mi. calls for 10 staff to assemble an attack in 10 minutes, 80% of the time.
- **Rural Zones (Eagle & Watertown Twps):** >500 people/sq. mi. calls for 6 staff to assemble an attack in 14 minutes, 80% of the time.

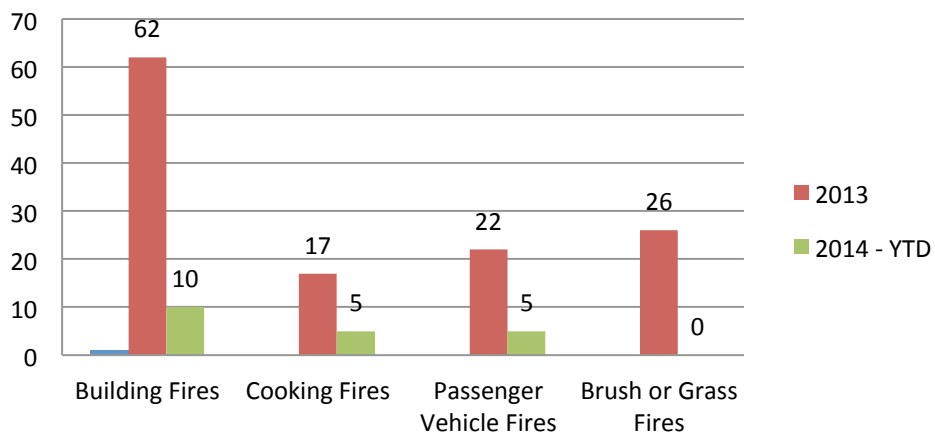
**EMS Response Standard: No Official Standard in place** – an unofficial standard in the EMS industry has been established at 4-8 minutes for a Basic Life Support (BLS) unit and 8-12 minutes for an Advances Life Support (ALS) unit. Delta Twp. has established the following response benchmarks:

- **Suburban Zones (Delta Twp):** 5 minutes, 90% of the time.
- **Rural Zones (Eagle & Watertown Twps):** 8 minutes, 90% of the time

## Call Breakdown 2013 vs. 2014 YTD



## Fire Call Type 2013 vs. 2014 YTD



### Fire Response Standard: NFPA 1720

- **Suburban Zones (Delta Twp):** 500-1000 people/sq. mi. calls for 10 staff to assemble an attack in 10 minutes, 80% of the time.
- **Rural Zones (Eagle & Watertown Twps):** >500 people/sq. mi. calls for 6 staff to assemble an attack in 14 minutes, 80% of the time.

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